

**Shelby County School 2021-2022
COVID-19 Reporting Information**



THE OFFICE OF SCHOOL OPERATIONS

Reggie Jackson, Assistant Superintendent of Academic Operations and School Support

Shelby County School COVID-19 Reporting Information 2021-2022

Overview

From the onset and throughout the world-wide health situation, Shelby County Schools has been mindful of the needs and concerns of our students, families, employees, and the larger community. The District has worked to remain informed of health developments and has been proactive in addressing issues prevalent to our District's families and schools. Part of this work includes meticulous planning to ensure operational efficiency and responsiveness as new challenges arise. This document provides information to guide school-based and central office staff. The protocols included in this document discuss several topics and outline school and work expectations during the COVID-19 health situation. The protocols are intended to help ease concerns and support a level of comfort for students and staff and offer best practices, protocols, and guidelines on how to maintain school, classroom, and work operations safely and smoothly.

TABLE OF CONTENTS

COVID19 Reporting Information	
Overview	PAGE 2
COVID-19 Response Protocol (Student)	PAGE 3
COVID-19 Flowchart (Student) Student COVID Flowchart	PAGE 5
COVID-19 Response Protocol (Employee)	PAGE 6
COVID-19 Flowchart (Employee) Employee COVID Flowchart	PAGE 8
Protocols Due to Unexpected Extended Closures	
New Summer (School's Out) Protocol - Closing of a Building for Safety/Health Concerns (e.g., flood, fire, health emergency, COVID-19)	PAGE 9
Vendors Visiting During Unexpected Extended School Closures (e.g., flood, fire, health emergency, COVID-19)	PAGE 10
Protocol for Students Dropping Off and/or Picking Up Items from Schools During Unexpected Extended Closures (e.g., flood, fire, health emergency, COVID-19)	PAGE 11
Entering/Re-entering Buildings Closed Due to Emergency Situations (e.g., flood, fire, health emergency, COVID-19)	PAGE 13
Medication Pick-Up During Unexpected Extended School Closures (e.g., flood, fire, health emergency, COVID-19)	PAGE 14
Protocol for Individuals Who Have Symptoms at School - Preparation and Guidelines for Creating an Saferoom in Schools	PAGE 16

[2021-2022 COVID-19 Reporting Protocols](#)

Shelby County School COVID-19 Reporting Information 2021-2022

COVID-19 RESPONSE PROTOCOLS (STUDENT)

Protocol for a student who tested positive for COVID-19.

- Enter an online student COVID report. **DO NOT INFORM ANY STAFF OR STUDENTS OR REQUEST ANY DISINFECTION UNTIL THE REPORT IS RECEIVED BY THE DISTRICT TRACING TEAM AND THEY HAVE COMPLETED THEIR TRACING.**
- The student must isolate for ten days from the date of the first symptoms. After ten days, if the student shows improvement in symptoms and is without fever with no medication within the last 24 hours, they can return to school (**the student is not required to retest to return to school**)
- The student is **not** required to provide a clearance from a medical provider or an SCS school-based health center to return to school.
- Any questions, the Contact Tracing Team can be reached at 416-1730

Protocol for a student who has been identified as a contact to a positive person.

- Enter an online student COVID report. **NO OTHER STUDENTS OR STAFF ARE REQUIRED TO ISOLATE, AND NO DISINFECTION OF AREAS IS REQUIRED.**
- The student must isolate:
 - for ten days (return on Day 11) from the last date of contact they had with the positive person and does not develop symptoms,
 - Or for seven days (return on Day 8) if the student test negative by a PCR antigen test on or after Day 5 and does not develop symptoms,
 - However, the student **is not** required to isolate if:
 - The student had COVID-19 within the previous 3 months
 - The student is fully vaccinated and remains asymptomatic
 - The student is antibody positive within 3 months before or immediately following an exposure and remains asymptomatic
- **The student is not required to take a COVID test unless they develop symptoms.**
- The student is **not** required to provide a clearance from a medical provider or an SCS school-based health center to return to school. However, if the student returns on day 8 they must provide the principal/designee the negative test result.
- Any questions, the Contact Tracing Team can be reached at 416-1730

Shelby County School COVID-19 Reporting Information 2021-2022

Protocol for the student who is exhibiting COVID related symptoms at school.

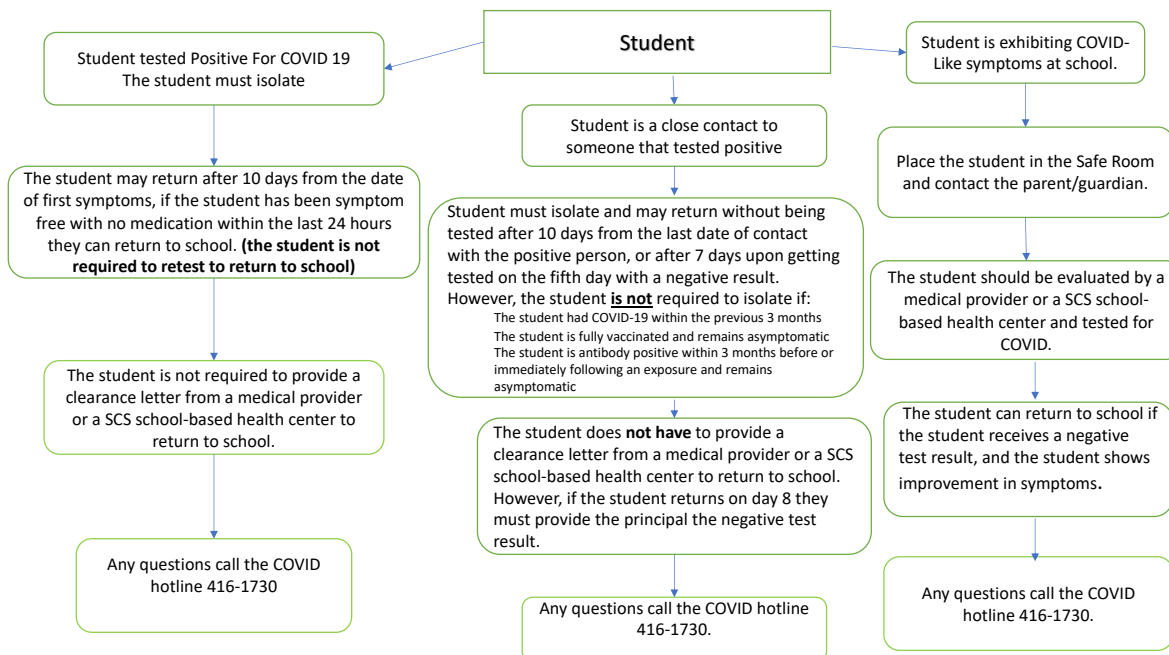
- **If the student is exhibiting a single low-risk symptom such as headache, runny nose, etc., or a non-infectious diagnosis such as a migraine or allergies:**
 - The parent should be contacted to pick up the student and the student should not be placed in the safe room.
 - The student can return when symptoms have improved (the usual policy for an illness)
 - The student is **not** required to provide a clearance from a medical provider or an SCS school-based health center to return to school.

- **If the student is exhibiting COVID-like symptoms, a single high-risk symptom such as fever/chills/rigors, loss of taste or smell, etc., or two or more low-risk symptom such as headache, runny nose, etc.:**
 - The student should be placed in the Saferoom and contact the parent/guardian.
 - The student should be evaluated by a medical provider or an SCS school-based health center and tested for COVID.
 - The student can return to school if the student receives a negative test result, and the student shows improvement in symptoms.
 - The student cannot return to school if the student receives a positive test result.
 - The student should follow: **“Protocol for a student who tested positive for COVID-19.”**

- Any questions, the Contact Tracing Team can be reached at 416-1730.

Shelby County School COVID-19 Reporting Information 2021-2022

Student COVID Flowchart



Shelby County School COVID-19 Reporting Information 2021-2022

COVID-19 RESPONSE PROTOCOLS (EMPLOYEE)

Protocol for an employee who tested positive for COVID-19.

- The employee should notify their immediate supervisor (The supervisor must maintain confidentiality) **DO NOT IMMEDIATELY NOTIFY ANY OTHER STAFF OR STUDENTS OR HAVE ANY AREAS DISINFECTED. THE DISTRICT'S TRACING TEAM WILL NOTIFY ANY STAFF WHO ARE CLOSE CONTACTS AND DIRECT CUSTODIAL OPERATIONS TO CLEAN ANY AREAS. PRINCIPALS WILL NOTIFY PARENTS OF STUDENTS WHO ARE CLOSE CONTACTS (ONCE THE TRACING HAS BEEN COMPLETED).**
- The employee should notify the District's contact tracing at 416-1730 or by email at scselfreport@scsk12.org.
- The employee must isolate for ten calendar days from the date of the first symptoms. After ten calendar days, if the employee shows improvement in symptoms and is without fever with no medication within the last 24 hours, they can return to school **(the employee is not required to retest to return to school) FMLA applies if an employee is absent (must isolate) for ten consecutive *workdays* or more. After 10 consecutive days, please visit the SCS website for FMLA documentation to complete at www.scsk12.org/HR2 (under Benefits). Employees' available sick and/or vacation days must be used during their absence to remain in a paid status. Employees may also use personal days (if applicable) at the employee's request. If the employee does not have available sick and/or vacation days, the employee will be in an unpaid status.**
- The employee is **not** required to provide a clearance from a medical provider or an SCS Family Care center to return to school.
- Any questions, the Contact Tracing Team can be reached at 416-1730.

Protocol for an employee who has been identified as a contact to a positive person.

- The employee must notify their immediate supervisor (The supervisor must maintain confidentiality) **NO OTHER STUDENTS OR STAFF ARE REQUIRED TO ISOLATE, AND NO DISINFECTION OF AREAS IS REQUIRED.**
- The employee must notify the district's tracing team at 416-1730 or by email at scselfreport@scsk12.org.
- The employee must isolate:

Shelby County School COVID-19 Reporting Information 2021-2022

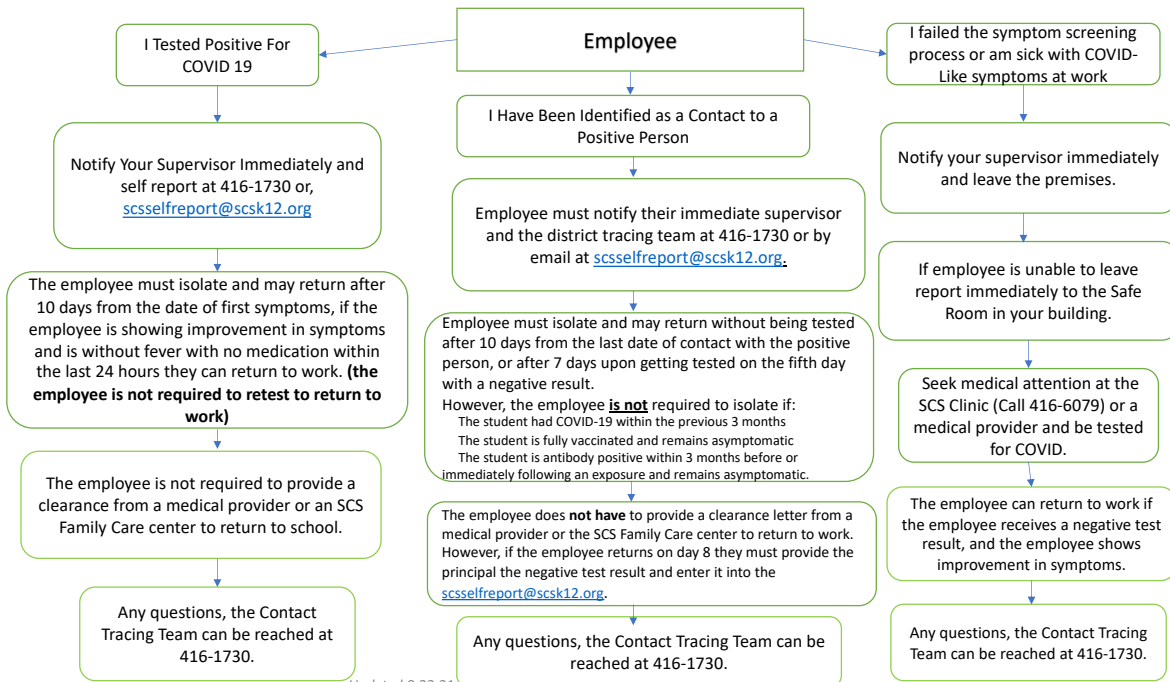
- for ten days (return on Day 11) from the last date of contact they had with the positive person and does not develop symptoms,
- Or for seven days (return on Day 8) if the employee test negative by a PCR antigen test on or after Day 5 and does not develop symptoms,
- However, the employee **is not** required to isolate if:
 - The student had COVID-19 within the previous 3 months
 - The student is fully vaccinated and remains asymptomatic
 - The student is antibody positive within 3 months before or immediately following an exposure and remains asymptomatic
- **FMLA applies if an employee is absent (must isolate) for ten consecutive workdays or more. After 10 consecutive days, please visit the SCS website for FMLA documentation to complete at www.scsk12.org/HR2 (under Benefits). Employees' available sick and/or vacation days must be used during their absence to remain in a paid status. Employees may also use personal days (if applicable) at the employee's request. If the employee does not have available sick and/or vacation days, the employee will be in an unpaid status.**
- **The employee is not required to take a COVID test unless they develop symptoms.**
- The employee is **not** required to provide a clearance from a medical provider or an SCS Family Care center to return to work. However, if the employee returns on day 8 the employee should provide the supervisor the negative test result and enter it into the scselfreport@scsk12.org.
- Any questions, the Contact Tracing Team can be reached at 416-1730.

Protocol for the employee who fails the symptom screening process or is sick with COVID-Like symptoms at work. i.e. a single high-risk symptom such as fever/chills/rigors, loss of taste or smell, etc., or two or more low-risk symptom such as headache, nasal congestion, etc.:

- The employee should notify their supervisor immediately.
- The employee should leave the facility immediately.
- If the employee cannot leave, they should be placed in the Saferoom.
- The employee should be evaluated by a medical provider and tested for COVID.
- The employee can return to work if the employee receives a negative test result, and the employee shows improvement in symptoms.
- The employee cannot return to work if the employee receives a positive test result.
 - The employee should follow: **"Protocol for an employee who tested positive for COVID-19."**
- Any questions, the Contact Tracing Team can be reached at 416-1730.

Shelby County School COVID-19 Reporting Information 2021-2022

Employee COVID Flowchart



Updated 9.22.21

Shelby County School COVID-19 Reporting Information 2021-2022

Protocols Due to Unexpected Extended Closures-New Summer (School's Out) Protocol - Closing of a Building for Safety/Health Concerns (e.g., flood, fire, health emergency, COVID-19)

Building Closure Protocols for Deep Cleaning

In an effort to ensure the health and safety of staff the additional protocols are recommended as a response to a school closure for deep cleaning.

- The Principal or Supervisor will notify Academic Operations.
- Academic Operations will notify all Chiefs of the school closure for deep cleaning.
- A sign will be placed on the main entrance door, "Building Currently Closed for Deep Cleaning".
- Staff are reminded to wear PPE's masks when entering the building and gloves when cleaning or sharing equipment.

Shelby County School COVID-19 Reporting Information 2021-2022

Protocols Due to Unexpected Extended Closures-Vendors Visiting During Unexpected Extended School Closures (e.g., flood, fire, health emergency, COVID-19)

As SCS continues to implement proactive measures, the district wants to ensure that school leaders have all the information needed to address vendor visits during unexpected extended school closures.

Principals who have scheduled or have knowledge of pending vendor visits should first contact their Plant Managers so that all requests can be tracked and addressed in a timely manner. Facilities will then coordinate with each vendor to reschedule any deliveries, installations, and other services. Additionally, principals should contact the departments listed below.

Contact Protocol

1. Contact Facilities
 - Plant Manager
 - Isaac Wright, if the School Building Engineer is not available, (626-6403)
2. Contact Academic Operations and School Support (contact one of the following)
 - Academic Operations Main Office (416-1632) or (416-1750) PWC
 - Kevin Malone (570-8955) or David Mansfield (679-5739)
 - Reggie Jackson (606-2738)
 - Shawn Page (299-1951)
3. Contact Risk Management: (if there were injuries or property damage)
 - Risk Management Main Office (416-1997)
 - Alicia Bean (949-6020)

Shelby County School COVID-19 Reporting Information 2021-2022

Protocols Due to Unexpected Extended Closures - Protocol for Students Dropping Off and/or Picking Up Items from Schools During Unexpected Extended Closures (e.g., flood, fire, health emergency, COVID-19)

The following general procedures should be followed for students dropping off and/or picking up items from schools during unexpected extended closures (e.g., flood, fire, health emergency, COVID-19):

Principal Actions Prior to the Date Parents / Students will Enter the Building

Principal actions include:

- Create and communicate a robo-call to parents by grade level through the Powerschool messenger about the opportunities for them to sign up for an appointment through sign-up genius to drop off or pick up items.
- Create a sign-up genius and communicate the sign-up genius to parents.
- Designate a safe storage location of items dropped off by parents/students to ensure sanitation (e.g., band equipment, textbooks). Identify specific staff to assist with moving items to the safe location.
- Coordinate with building engineers to ensure that drop off/pick up areas within the school or outside of the school are clean and safe during each window of time parents/students are at the school.
- Designate faculty who will be assisting and communicate to them the safety guidelines used throughout the district (e.g., PPE, social distancing, etc.). [Risk Management-Safety Precautions.docx](#)
- Make copies of the sign off form and have them on hand in the dissemination location for parents/students to sign as they pick up items.
- In advance of the first scheduled entry into the building, contact the district offices listed in the contact etiquette below to provide the dates and times individuals will be at the school building.
- Ensure that Security procedures are adhered to when individuals enter the building.

Actions on the Date Parents / Students will Enter the Building

- Parents/students should follow safety and social distancing guidelines when entering the building.
- Parents/students needing to go to their locker should take personal items and leave school/district items (e.g., textbooks, calculators) in their lockers. Additionally, faculty should follow safety and social distancing guidelines to assist parents/students who need to retrieve items from their lockers (monitor hallways, provide locker key/code/combination/cut lock, if necessary).
- Parents/students who do not need to go to their lockers should leave school/district items (e.g., textbooks, calculators) at tables in the central area designated by the school for storage and sanitation purposes.

Shelby County School COVID-19 Reporting Information 2021-2022

Contact Protocol

- Parents/students needing to pick up items should pick up items at tables in the central area designated by the school for pick up.
 - Each parent/student should sign indicating that each item was picked up.
1. Contact Academic Operations and School Support (contact one of the following)
 - Academic Operations Main Office (416-1632) or (416-1750) PWC
 - Kevin Malone (570-8955) or David Mansfield (679-5739)
 - Reggie Jackson (606-2738)
 - Shawn Page (299-1951)
 2. Contact Facilities
 - School Building Engineer
 - Isaac Wright, if the School Building Engineer is not available, (626-6403)
 3. Contact Security

Report to your onsite School Resource Officer (if available), if not call one of the following:

 - Security Main Office (416-5773)
 - Carolyn Jackson (553-8559)
 - Steve Cole (239-7090)
 - Gerald Stubbs (487-2838)
 - Terrance Riley (268-3370)
 - Maurice Savage (after hours) (497-8807)
 4. Contact Risk Management: (if there were injuries or property damage)
 - Risk Management Main Office (416-1997) Alicia Bean (949-6020)

Shelby County School COVID-19 Reporting Information 2021-2022

Protocols Due to Unexpected Extended Closures -Entering/Re-entering Buildings Closed Due to Emergency Situations (e.g., flood, fire, health emergency, COVID-19)

The following general procedures should be followed if a district building is closed due to an emergency situation (e.g., flood, fire, health emergency, COVID-19):

Staff Actions

Direct requests to enter/re-enter building to the principal

Principal Actions

Principal actions include:

- Create and communicate a schedule for opportunities for teachers and staff to enter/re-enter the school building.
- Coordinate with building engineers to ensure that areas within the school are clean and safe to enter during each window of time teachers and staff are in the building.
- In advance of the first scheduled entry into the building, contact the district offices listed in the contact protocol below to provide the dates and times individuals will be in the school building.
- Ensure that Security procedures are adhered to when individual enter the building

Contact Protocol

1. Contact Academic Operations and School Support (contact one of the following)

- Academic Operations Main Office (416-1632) or (416-1750) PWC
- Kevin Malone (570-8955) or David Mansfield (679-5739)
- Reggie Jackson (606-2738)
- Shawn Page (299-1951)

2. Contact Facilities

- School Building Engineer
- Isaac Wright, if the School Building Engineer is not available, (626-6403)

3. Contact Security

Report to your onsite School Resource Officer (if available), if not call one of the following:

- Security Main Office (416-5773)
- Carolyn Jackson (553-8559)
- Steve Cole (239-7090)
- Gerald Stubbs (487-2838)
- Terrance Riley (268-3370)
- Maurice Savage (after hours) (497-8807)

4. Contact Risk Management: (if there were injuries or property damage)

- Risk Management Main Office (416-1997)
- Alicia Bean (949-6020)

Shelby County School COVID-19 Reporting Information 2021-2022

Protocols Due to Unexpected Extended Closures -Medication Pick-Up During Unexpected Extended School Closures (e.g., flood, fire, health emergency, COVID-19)

As SCS continues to implement proactive measures, the district wants to ensure that school leaders have all the information needed to address the process for medication pick-up by parents during unexpected extended school closures.

Please know that The Office of Academic Operations and School Support is always here to support and serve as a resource with school level concerns.

Principal Actions

Principal actions include:

- Contact the designee who is in charge of medication to obtain a key to the storage location and ensure all medication is accessible.
- After receiving the schedule for the nurse to be in your building, ensure the medication is available for the nurses.
- Send out the communication (script provided) to the parents of the students who have medication at the school. You may call individually or use the Powerschool message system but only reach out the parents of the students with medication, **not all students at the school.**
- Coordinate with building engineers to ensure the school lobby is clean and safe to enter during this window of time the nurse is in the building.
- Ensure the building engineer places a table for the nurse to work on in the lobby and puts down tape in X's at least six feet apart for the parents to stand on for social distancing if permanent markers are not there.
- Be onsite or have designee on site for the entire time the nurse is at your school.
- In advance of the first scheduled entry into the building, contact the district offices listed in the contact protocol below to provide the dates and times individuals will be in the school building.

Contact Protocol

1. Contact Academic Operations and School Support (contact one of the following)

- Academic Operations Main Office (416-1632) or (416-1750) PWC
- Kevin Malone (570-8955) or David Mansfield (679-5739)
- Reggie Jackson (606-2738)
- Shawn Page (299-1951)

2. Contact Facilities

- School Building Engineer
- Isaac Wright, if the School Building Engineer is not available, (626-6403)

Shelby County School COVID-19 Reporting Information 2021-2022

Nurse Actions

3. Contact Security

-Report to your onsite School Resource Officer (if available), if not call one of the following:

- Security Main Office (416-5773)
- Carolyn Jackson (553-8559)
- Steve Cole (239-7090)
- Gerald Stubbs (487-2838)
- Terrance Riley (268-3370)
- Maurice Savage (after hours) (497-8807)

4. Contact Risk Management: (if there were injuries or property damage)

- Risk Management Main Office (416-1997)
Alicia Bean (949-6020)

Nurse actions include:

- Obtain the key to the medication storage unit from the principal or designee.
- Move all medications and forms to the table in the front lobby.
- Require proper ID from parent/guardian.
- Provide the medication to parents/designee and have them sign out medication on the proper forms.
- Secure all remaining medication and documentation in the storage unit and lock it after the designated time allotted for parents to pick up medication.
- Return the key to the storage unit to the principal or principal's designee.

Health Services Actions

Health Services Actions include:

- Provide information to Communications for principal script to be developed.
- Create school nursing assignment.
- Provide nurse assignment schedule to Principals.

Communications Actions

Communications Actions Include:

- After receiving information from Health Services, create the script that the principals will use to communicate to the parents of students who have medication at the school.
- Send the script to the principals.

Shelby County School COVID-19 Reporting Information 2021-2022

Protocol for Individuals Who Have Symptoms At School- Preparation and Guidelines for Creating a Saferoom in Schools

Schools Administrators should educate their assigned healthcare worker (if applicable), front desk staff, administration or staff members who normally deal with ill students about the signs and symptoms of COVID-19 to ensure that proper isolation and infection-control steps occur in the event a faculty, staff or student(s) shows symptoms. School Administrators should account for staffing and scheduling fluctuations to ensure that there is at least one person within the school at all times who is familiar with the Saferoom Protocols. Individuals who present infectious symptoms will need to be evaluated and isolated for a short period of time in school's designated Saferoom until the person has been dismissed. The following general procedures should be followed to create a safe environment for students and staff to help mitigate the risk of transmission. The school saferoom checklist is a list of recommended measures on how to approach possibly infected faculty, staff, and students during the COVID-19 pandemic.

Principal or Designated Symptoms Monitor Action Steps Prior to One Entering the Saferoom

Principal actions include:

- Establish the room to be used as the Saferoom and the set up for the room.
 - When feasible the room should be near a (dedicated) restroom that is only used by the persons in the Saferoom.
 - When feasible, there should be an outside access door for retrieval of faculty/staff/student without contaminating additional school areas.
 - Seating should be at least 3 feet apart.
 - Ensure proper signage is posted.
- Designate a staff person who will be responsible for responding to COVID-19 concerns and will help coordinate with local health authorities regarding positive COVID-19 cases.
 - Identify Saferoom Symptoms Monitors and develop a schedule to ensure monitoring at all times.
- Train designated staff and Saferoom Monitors on how to recognize if a student, faculty or staff member show symptoms of an infectious disease while at school. Training will provide a clear understanding of the following:

Shelby County School COVID-19 Reporting Information 2021-2022

Principal or Designated Symptoms Monitor Action Steps After an Individual is Admitted to the Saferoom

- Ensuring confidentiality and the importance of not sharing personal protected health information (HIPPA)
- How to perform temperature checks using the infrared thermometer
- How infections spread
- How to identify infectious symptoms
- How to protect themselves using (PPE)
- The importance of social distancing
- Environmental cleaning and disinfection procedures
- When to contact parents and/or guardians
- When to contact health services
- Share the Saferoom plan with faculty, staff, parents/guardians and students.

Principal actions include:

- Allow COVID symptomatic faculty, staff and/or student to wait in the Saferoom.
- Ensure faculty, staff, and/or student in the Saferoom are visually monitored at all times.
- Ensure that individuals have access to a dedicated restroom.
- Ensure that anyone entering the Saferoom maintain and use appropriate Personal Protective Equipment (PPE) and follow safety guidelines. [Risk Management-Safety Precautions.docx](#)
- Complete the appropriate incident forms for anyone entering the Saferoom and maintain an electronic log.
- The parent/guardian will be immediately notified of the status of a symptomatic student upon the student's entry into the Saferoom.
- Ask the parent/guardian to immediately pick up their student from school and seek medical attention. Follow emergency medical protocol if conditions warrant.
- Do not place face coverings or surgical masks on anyone who is unconscious or has trouble breathing, who is incapacitated or otherwise unable to remove the face covering without

Shelby County School COVID-19 Reporting Information 2021-2022

Principal or Designated Symptoms Monitor Action Steps After Leaving the Saferoom /Area

Contact Protocol

assistance, or who cannot tolerate a face covering due to developmental, medical, or behavioral health needs.

Principal actions include:

- Notify the custodial staff once faculty, staff, and/or student has vacated the area/room.
- Custodial staff will clean and disinfect the area/room once faculty, staff and/or student has vacated the area/room.

If additional guidance is needed, please contact the Department of Exceptional Children and Health Services (DECHS) at (901) 416-2424. They will provide specific health guidelines and follow-up instructions, including approved parent communication (when necessary) based on the Shelby County Health Department’s recommendations and/or our own Communications team.

Follow these steps in the case the medical emergency protocol is warranted:

- Call 911 or appropriate medical authority
- Notify Parent/Guardian
- Report to security
- Report to your onsite School Resource Officer (if available), if not contact one of the following security staff members.
 - Main Office (416-5773)
 - Carolyn Jackson (553-8559)
 - Steve Cole (239-7090)
 - Gerald Stubbs (487-2838)
 - Terrance Riley (268-3370)
 - Maurice Savage (after hours) (497-8807)
- Contact Academic Operations and School Support (contact one of the following).
 - Kevin Malone (219-2925) or David Mansfield (679-5739)
 - Reggie Jackson (606-2738)
 - Shawn Page (299-1951)
- Contact Communications
 - Communications main line (416- 5628)
 - Meredith Pierce (677-4533)
 - new media/crisis “hotline” -- 901-690-5742
- Contact Risk Management
 - Main Office (416-1997)

Shelby County School COVID-19 Reporting Information 2021-2022



○ Alicia Bean (949-6020)

Appendix

Additional Recommendations and Considerations:

None of the additional recommendations and considerations below should take the place of calling for emergency services or otherwise providing CPR services for student/staff that is in respiratory distress or otherwise experiencing problems breathing.

If a student/staff member presents with symptoms, the school should place the student/staff member in Saferoom, where ongoing visual monitoring will be always maintained. **Because COVID-19 may cause respiratory distress, it is important to always maintain visual monitoring.**

Basis for Recommendation: The CDC issued updated guidance regarding prevention in K-12 schools on July 9, 2021. Here is the guidance that is relevant to this issue, available at: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html>

Considerations for Students with Disabilities:

There are also special considerations that should be given to special education students and students with disabilities or individualized health plans. Therefore, any Saferoom used for student with disabilities exhibiting COVID-19 symptoms should fit the following description **and visual monitoring should be maintained at all times:**

- (1) Unlocked and incapable of being locked;
- (2) Free of any condition that could be a danger to the student;
- (3) Well ventilated and temperature controlled;
- (4) Sufficiently lighted for the comfort and well-being of the student;
- (5) Continuous direct visual contact with the student at all times;
- (6) At least forty square feet (40 sq. ft.); and
- (7) In compliance with all applicable state and local fire, health, and safety codes.

See Tenn. Code Ann. § 49-10-1304.