



Flagstaff Bordertown Dormitory, Inc. COVID-19

Preamble

COVID-19 has created an everchanging landscape that includes ambiguous and sometimes conflicting direction from governmental entities and new, ambiguous, ill-defined laws and consequences which are difficult to discern.

In this confusing context, we set forth the following principles which are the basis of our COVID-19 Policies:

1. The health, safety and welfare of our students, staff and communities.
2. To continue in providing the best possible educational opportunity for our students in these conditions.
3. To operate Flagstaff Bordertown Dormitory, Inc. in a professional, responsible, efficient manner as is our public responsibility.
4. To establish policies in good faith and in an attempt to be fair to all.

In return, we ask that all employees deal with these issues in good faith, with the focus on the above principles and our FBD mission and in a spirit of collaboration and cooperation with the administration and co-workers to accomplish the common good.

COVID-19 requires that we remain flexible, be prepared to act quickly and responsibly and that we allow our administrators to exercise their discretion to meet the demands created by COVID-19 and achieve the above enumerated principles.

Purpose

Flagstaff Bordertown Dormitory (FBD) strives to promote a healthy, safe work and home environment for all students, staff, and visitors. This can only be achieved and maintained when active interest, participation, and accountability exists at all levels of the organization. To ensure this, FBD has established this COVID-19 Policy with general health and safety rules for ALL staff to follow to ensure a safe work environment and limit the spread of the virus. Some rules require workplace changes to be implemented as soon as possible in order to limit the spread of COVID-19. All staff members are to follow these rules, review them often, and use good common sense in carrying out assigned duties. It should also be noted that while these policies and procedures specifically address COVID-19, they shall apply to any infectious disease.

This policy outlines the best practices for prevention of the spread of infectious disease in the dormitory. First and foremost, the goal of this policy is to promote and reinforce, where possible, a culture of best practices for highly infectious diseases.

Definitions

- **COVID-19** The Center for Disease Control and Prevention (CDC) states that COVID-19 is an infectious, respiratory disease caused by a novel (new) coronavirus. COVID-19 spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes.
- **COVID-19 Symptoms** are outlined by the CDC and the Arizona Department of Health Services as:
 - Cough
 - Shortness of breath or difficulty breathing
 - Fever
 - Chills
 - Muscle pain
 - Sore throat
 - Loss of taste or smell
 - Nausea or vomiting
 - Diarrhea
 - Congestion or runny nose
 - Headache
 - It should be noted that these are the most common symptoms associated with COVID-19, but do not represent the full array of possible symptoms, which may differ from person to person.
- **Confirmed COVID-19 Diagnosis** is when an employee has been formally tested by medical professionals with approved testing techniques and a positive result is returned.
- **Screening** is when individuals are asked questions and have their temperature monitored.
- **Close contact for COVID-19** is defined as any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated.
- **Isolation** separates sick people with a contagious disease from people who are not sick.

- ***Quarantine*** separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick. For COVID-19, this means staying home or in a private room with a private bathroom for 14 days after last contact with a person who has COVID-19.

Duties and Responsibilities

Administration

It is the responsibility of the administration to support and oversee the implementation of this policy. Administration is responsible for training personnel, setting the example, and making certain all staff members follow the health and safety guidelines.

Safety Compliance Team

The FBD management team also comprises of the Safety Compliance Team. In this role, they are responsible for verifying that staff members are following best practices to protect themselves and the students they work with. The safety compliance team will support the Board and Administration in the execution of the policy.

Staff

It is the responsibility of each staff member to maintain their personal health and wellness. It is expected that each staff member of the FBD will strictly adhere to current best practices for protecting themselves from infectious diseases at all times. Staff members must report to the administration if they notice that others are exhibiting COVID-19 symptoms. Staff members who are not feeling well should not report to work. They should instead notify their supervisor and seek appropriate medical attention. Per FBD Governing Board Policy, absences longer than three consecutive days require a physician's note clearing the staff member to return to work.

Students

It is important that students are trained and understand their role in the health and safety of all others in the dormitory. The Safety Compliance Team will ensure that all students are trained in best practices related to prevention of infectious diseases. Students must be supervised to ensure they are following the necessary practices. Students and parents will be instructed to refrain from coming to the dorm if they show signs of an infectious disease. While students are occupied in the dorm, they must comply to all safety measures to minimize the spread of contagion.

Practices

Although there is currently no vaccine to cure or prevent COVID-19, the best way to prevent illness is to avoid being exposed to the virus. The virus spreads mainly from person-to-person, mainly through respiratory droplets produced when an infected person coughs, sneezes, or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Spread is more likely when people are in close contact with one another (within 6 feet). The following practices will protect students, staff, and others from contracting COVID-19. Wash hands frequently and sanitize.

Housekeeping

Daily sanitizing of frequently touched areas will be performed according to the FBD *Cleaning and Sanitizing Schedule and Instructions*. Students and staff will be responsible for wiping their own surfaces in accordance with Schedule. Some common areas will be assigned on a rotating basis via the Student Detail List. Frequently touched surfaces may include tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.

All surfaces will be disinfected using EPA-approved disinfectants or alcohol solutions with at least 70% alcohol. Make sure to read the product label and closely follow the instructions on the label. Labels contain instructions for safe and effective use of the cleaning products including precautions you should take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product. Any questions related to cleaning products or procedures shall be directed to the Facility Manager.

The Facility Manager will provide training for the effective use of all products and procedures used to sanitize facilities. In addition:

- FBD will identify staff who will be responsible for handling antimicrobial products.
- FBD will establish a daily schedule for routine environmental cleaning and disinfection of high-touch surfaces (e.g., classroom work counters, individual desks, recently used toys, shared equipment) in dorm rooms and common spaces, based on FBD *Cleaning and Sanitizing Schedule and Instructions*. FBD will schedule routine environmental cleaning when students and staff are not occupying the space.
- Some common areas will be assigned on a rotating basis via the Student Detail List.
- FBD will evaluate the need to increase the frequency of disinfection in common spaces or dorm rooms on a regular basis.
- FBD will encourage users of registered disinfectants and other cleaning products to always carefully read, understand, and follow all product label directions and precautions appearing on (or included with) the containers. Responsible staff will securely store products away from students.
- Students and staff will adhere to general guidelines on wearing disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning. It is expected that students and staff will wash their hands immediately after gloves are removed.
- Trash and recycling receptacles will be disposed of daily following current protocol.

Personal Hygiene

Hand Washing

Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing. Avoid touching your eyes, nose, and mouth with unwashed hands.

If soap and water are not readily available, use a hand sanitizer that contains at least 70% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Antibacterial soap is available in restroom dispensers located throughout the building.

Additional Hygiene

- Follow social distancing guideline recommended by the CDC. In general, avoid close contact (closer than 6 feet) with other people. This means no handshakes, high fives, elbow bumps, hugs, and fist bumps, etc.
- Cover your mouth and nose with a cloth or your elbow when you sneeze or cough. If you use a tissue, throw it away immediately and wash your hands.
- Wash clothes often, wear a clean set of clothes daily.

Personal Protective Equipment

Personal Protective Equipment (PPE) such as disposable gloves, eye and face shields, gowns, etc., will be provided as deemed appropriate for assigned cleaning and sanitizing tasks. FBD facility, residential, food service, and administration will order and maintain their supplies for their respective departments.

Face Coverings

Face coverings may be challenging for students and staff to wear for extended periods of time. They are uncomfortable, awkward and not much fun to wear. It is helpful to remember that the wearing of face coverings is not technically to protect you, but to protect your co-workers and students. Face coverings will prevent the respiratory droplets you create when you cough, sneeze, and/or talk from contaminating other people, equipment and surfaces near you.

Face coverings are most essential in times when physical distancing is difficult. Students and staff are required to wear cloth face coverings, subject to the health condition exception stated below,* when physical space does not allow for maintenance of 6 feet of space between individuals. Students will not be required to wear cloth face coverings during physical activities and when social distancing is maintainable, though they may voluntarily wear face coverings at any time. *Any individual who has difficulty breathing or who is incapable of physically removing the face covering on his/her own will not wear cloth face coverings, and alternate methods of protection will be discussed by parents and staff.

Each student and staff member is encouraged to provide their own cloth face covering and to have it with them at all times. FBD will provide up to two (2) washable face coverings to each students or staff at no charge upon request.

Types of allowable face coverings include:

- Paper or disposable mask
- Cloth face mask
- Scarf
- Bandana
- A face shield that allows visibility of facial expressions and lip movements for speech perception and may be used as an alternative to a face covering when there exists a documented developmental, medical, or behavioral health condition.

Face coverings should adhere to FBD policies on dress and should not include depictions of contraband or contain suggestive or expletive content. Students who fail or refuse to wear coverings as required may be subject to disciplinary action.

The covering should cover the nose and mouth completely, should not be overly tight or restrictive, and should feel comfortable to wear. A face covering is not meant to substitute for social distancing, but is especially important in situations when maintaining a 6-foot distance is not possible. FBD recognizes that face coverings should not be placed on anyone who has trouble breathing or is unconscious, anyone who is incapacitated or otherwise unable to remove the face covering without assistance, or anyone who cannot tolerate a face covering due to a developmental, medical, or behavioral health condition. FBD will make accommodations for individuals who fall into one of these categories.

Social Distancing

Physical distancing, sometimes referred to as social distancing, is simply the act of keeping people separated with the goal of limiting spread of disease between individuals

To the extent practicable, FBD students and staff will adhere to recommended social distancing procedures. Work assignments, breaks, etc., should be scheduled to minimize the number of employees gathering in common areas. When it is required to gather students in groups (i.e. fire drill reporting, wing meetings, study hall), strive to do so in a location that will allow 6 feet of distance between students.

Due to space limitations, it may be difficult to enforce social distancing in many locations and in routine programs at FBD. Whenever, possible programs will be adapted to ensure social distance. Examples may include distance between student study carrels/tables, alternate locations for wing meetings and student gatherings, staggered mealtimes, etc. In circumstances where social distancing is not practical or prudent, face coverings may be required.

Instructions for Sick Employees and Students

Regular screening for symptoms and ongoing self-monitoring throughout the day can help to quickly identify signs of illness and help reduce exposure. Staff and students should be encouraged to self-monitor symptoms throughout the day. Staff or students who develop symptoms during the day must notify health services or another identified point of contact in the building immediately.

Employee Illness

The CDC has stated that if anyone is sick, they should stay home. Call before you get medical care. Most people with COVID-19 have mild symptoms and are able to recover at home without medical care. If you are experiencing any known symptoms of COVID-19 (or any illness for that matter), contact your supervisor and inform them that you are ill and will be unable to complete your assigned shift. Do not leave your home, except to get medical care. In your homes, try as much as possible to stay away from other family members to prevent the spread of the virus. Be sure to monitor your symptoms. Per FBD Governing Board Policy, illnesses that result in three or more days of absence require a physician's note clearing the staff member to return to work.

Employee Absenteeism

If an employee is absent due to one of the below listed reasons, under the Families First Coronavirus Response Act, which FBD has adopted as policy, not as law, until its scheduled expiration on December 31, 2020, they may be eligible for leave. FBD disclaims any applicability of the FFCRA and asserts its sovereign immunity from application of the FFCRA to the Dormitory.

► QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

<ol style="list-style-type: none">1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;2. has been advised by a health care provider to self-quarantine related to COVID-19;3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);	<ol style="list-style-type: none">5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.
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	EMERGENCY FAMILY MEDICAL LEAVE EXPANSION (reasons 5,6)	EMERGENCY PAID SICK LEAVE (reasons 1,2,3,4)
Effective Dates:	Apr. 2, 2020- Dec. 31, 2020	Apr. 2, 2020- Dec. 31, 2020
Eligible Employees:	An employee who has worked for at least 30 days.	An employee who has worked any length of time (immediate eligibility).
Length of Leave:	12 weeks (combined, <u>NOT</u> independent of other FMLA leave).	Full time=80 hours. Part time=normal schedule over a 2-week period.

Additionally, FBD will require that staff stay home if:

- They have tested positive, are waiting for a test result, or are showing COVID-19 symptoms, until they meet criteria for return.
- Criteria has been adopted from the Arizona Department of Health Services:

(1) Positive COVID-19 Test

- If symptomatic (experiencing symptoms), stay home until all three things are true: Your symptoms are better, **and** it has been 10 days since you first felt sick, **and** you have had no fever for at least 24 hours without using medicine that lowers fevers.

- If asymptomatic (you do not have symptoms), stay home for 10 days after your test date. If you develop symptoms during those 10 days, stay home until all three of these things are true: Your symptoms are better, and it has been 10 days since you first felt sick, and you have had no fever for at least 24 hours without using medicine that lowers fevers.

(2) Negative COVID-19 Test

- A negative COVID-19 test at one point in time does not mean you will stay negative. You could become ill with COVID-19 and/or test positive at any time.
- If you develop symptoms of COVID-19, talk to your doctor or other health care provider about getting tested again.
- Remember to wash your hands often, avoid touching your face, stay 6 feet from people you do not live with, and wear a cloth facemask when you go out.

Employees who have either been advised by a health care provider to self-quarantine due to concerns related to COVID-19 or are experiencing symptoms of COVID-19 and seeking a medical diagnosis may be eligible for Emergency Paid Sick Leave under the Families First Coronavirus Response Act (FFCRA).

FBD will maintain confidential the status of any employee's COVID symptoms and/or results unless the individual employee consents in writing to the disclosure of such information.

FBD will store all medical information, including doctors' notes, separately from the employee's personnel file.

Student Illness

For student exhibiting COVID-19 symptoms, a parent/guardian will be asked to come pick up their child. FBD encourages students to get tested.

Students who do not have means to return home will remain in isolation (discussed below in the Isolation Room section).

Parents of students who are symptomatic will be instructed on the following criteria from the Arizona Department of Health Services:

(1) Positive COVID-19 Test

- If symptomatic (experiencing symptoms), stay home until all three things are true: Your symptoms are better, **and** it has been 10 days since you first felt sick, **and** you have had no fever for at least 24 hours without using medicine that lowers fevers.
- If asymptomatic (you do not have symptoms), stay home for 10 days after your test date. If you develop symptoms during those 10 days, stay home until all three of these things are true: Your symptoms are better, and it has been 10 days since you

first felt sick, and you have had no fever for at least 24 hours without using medicine that lowers fevers.

(2) Negative COVID-19 Test

- A negative COVID-19 test at one point in time does not mean you will stay negative. You could become ill with COVID-19 and/or test positive at any time.
- If you develop symptoms of COVID-19, talk to your doctor or other health care provider about getting tested again.
- Remember to wash your hands often, avoid touching your face, stay 6 feet from people you do not live with, and wear a cloth facemask when you go out.

FBD:

1. May disclose to appropriate officials at a public health department personally identifiable information without prior written consent to protect the health or safety of a student or other individual(s).
2. If FBD learns that a student is out sick due to COVID-19 it may disclose this information to other students and parents in the FBD community, but only in a manner *that prevents the student from being identified*.

Symptom Checks

All students, staff, and visitors who enter the FBD campus shall submit to screening for symptoms of COVID-19. FBD will conduct screening in such a way that respects privacy to the maximum extent possible. Screening will consist of a brief verbal questionnaire and having temperature taken with a non-contact thermometer. Any indications of fever or affirmative answers to questions on the questionnaire will result in denial of access to the FBD campus and/or facilities.

- Employees – each employee will be screened by a trained employee upon reporting to work. Vital records will be stored separately and securely from the employee file.
- Student daily checks – each student in the dorm will be screened each morning by a trained employee. Temperature will be recorded at the AM roll check, vitals will be kept confidential and stored securely.
- Visitors – all FBD visitors will be screened by trained employees, and information will be kept secured and confidential.
- After scheduled breaks or leaving the Flagstaff High School campus, students will be screened as indicated prior to entrance to FBD campus, facilities, or transportation.
- Students will not be permitted to leave campus at anytime while enrolled at FBD for Wednesday half-days, or weekend off-campus passes.

Isolation Rooms

Students who exhibit symptoms associated with COVID-19 will be immediately moved to the Isolation Room.

Parents/guardians will be notified, and the student must be picked up for home quarantine and/or testing. All personal property will be gathered and taken home upon student checkout. While in isolation and awaiting parent pick up, the quarantined student is expected to remain in the assigned isolation room to avoid the possibility of infecting others. Students will be instructed to not socialize or enter the room. Only designated staff wearing appropriate PPE will have contact with the student in isolation to the extent necessary.

When the student is picked up by a parent/guardian from isolation, FBD designated staff will ensure the isolation room is sanitized, and that clothing and bedding are laundered within 24-hours of student departure.

In the meantime, staff will have the student's assigned room sanitized after 24 hours, and their clothing and bedding will be laundered. The student will remain home in accordance with the Student Illness procedure listed above. It will be determined whether other employees or students may have been exposed to the symptomatic individual within 6 feet and for a prolonged period of time (typically longer than 15 minutes). If so, those individuals will be notified (or, in the case of students, their parents) of the potential exposure. FBD will not disclose the name of the individual who has become sick. Notification will include recommendation that exposed individuals monitor their health closely, contact their health care provider if possible, and self-quarantine if any symptoms develop.

Training

All FBD staff are to be trained concerning this policy and best practices for protecting themselves and others from the spread of COVID-19 and other infectious diseases. Training will be provided on a continual basis and will reflect updates as we learn more about COVID-19.

COVID-19 Vaccine

Given the reports that a fully deployed vaccine may be available as early as the end of this year, and any guidance concerning mandatory vaccination has not yet been released, FBD will make announcements regarding vaccination as the information becomes available.

School Policy for COVID-19 – Cleaning and Sanitizing Schedule and Instructions

Purpose

Flagstaff Bordertown Dormitory (herein referred to as FBD) strives to promote a healthy and safe work environment for all students, staff, and visitors. This can only be achieved and maintained when there is an active interest, participation, and accountability at ALL levels of the organization. To ensure this, the following Cleaning and Sanitizing Schedule and Instructions have been established for the general health and safety for ALL students, staff, and visitors of the dormitory.

While many infectious diseases have no cure or vaccine, the prevention of most infectious diseases can be enhanced through adherence to sound hygiene and cleaning procedures. The following instructions and schedules will outline current best practices for prevention of the spread of infectious disease in the dormitory as well as the responsibility of such practices. It should be noted that “best practices” may change or adjust based on specific threats or new scientific information. Policies and procedures will be adapted to the most current information to the Flagstaff Bordertown Dormitory Governing Board and Administration.

The key to the success of these procedures is a spirit of cooperation and a unified commitment to our goal of the health and safety of all who enter our campus. Each person who lives or works at FBD will contribute in meaningful ways to the cleanliness and sanitization of the campus and facilities.

Duties, Responsibilities and Scheduled Routine Tasks

Administration

It is the responsibility of the administration to support and oversee the implementation of this policy. Administration is responsible for writing and (when appropriate) adjusting policies and procedures, training personnel, setting the example, ensuring funds are allocated to procure all requisite resources to execute the policies, and making certain all staff follow the health and safety guidelines.

Safety Compliance Team

The FBD Management Team shall assume the additional duty of Safety Compliance Team. In this role, they are responsible to verify that the staff members are following best practices to protect themselves and the students they work with. The Safety Compliance Team will support the Board and Administration in the execution of the policies and procedures related to the prevention of infectious diseases throughout the dormitory.

Each Management Team Meeting will include time devoted to the discussion of safety matters. In the role of Safety Compliance Team, the FBD management team will make safety and best practice recommendations to the administration. All changes to policy and procedures will be scientifically based.

Facility Manager

The Facility Manager is the primary point of contact for all cleaning and sanitizing products* and procedures. As such, the Facility Manager shall:

- Maintain a sufficient working inventory of germicidal and antiseptic cleaners for the school year
- Issue germicidal and antiseptic cleaners in accordance to policy, circumstances, and requests
- Provide training to all students and staff in the effective use of cleaners and sanitizing products and procedures
- Recommend to the administration products and practices that will enhance the efficiency of cleaning and sanitizing the facilities and grounds of FBD

*Each department will be responsible for purchasing their own PPE; the administration will purchase PPE for all one-person departments (HR, Recreation, Business, BE Counseling and After School).

Staff

The FBD staff is comprised of talented and committed individuals who are committed to the execution of FBD's vision and mission throughout each assigned shift. To ensure each FBD student receives the best opportunity for academic and social growth, it is important that each member of the team is hypervigilant about their own personal wellness.

It is the responsibility of each staff member to maintain their personal health and wellness. It is expected that each member of the FBD staff will strictly adhere to current best practices for protecting themselves from infectious diseases at all times. Staff members who are not feeling well should not report to work. They should instead notify their supervisor and seek appropriate medical attention. Per FBD board policy, absences longer than two days require a physician's note clearing them to return to work.

Cleaning and Sanitizing Schedule and Instructions

RESPONSIBLE PARTY	DESCRIPTION	FREQUENCY	RESOURCES
All staff	Follow handwashing and social distancing guidelines	Always	Soap, hand sanitizer, face covering
All staff	Maintain personal wellness; notify supervisor and do not enter campus when ill	Always	Supervisor
All students	Follow handwashing and social distancing guidelines	Always	Soap, hand sanitizer, face covering
All students	Perform assigned detail in accordance with demonstrated	As assigned	Cleaning materials provided by staff in appropriate amounts

RESPONSIBLE PARTY	DESCRIPTION	FREQUENCY	RESOURCES
	sanitization practices with appropriate cleaners		
All students	Maintain personal wellness; notify staff when feeling ill; follow instructions of staff	Always	FBD staff
Morning staff	Supervise all morning details to ensure they are completed in accordance with demonstrated sanitization procedures	Each morning	Provided cleaning supplies in assigned wing
Morning staff	Sanitize each wing and isolation room	After all students have left for school	Provided cleaning supplies
Night staff	Sanitize each wing and isolation room	After students have returned to rooms	Provided cleaning supplies
Academic staff	Sanitize study halls to include desks, chairs, all high touched surfaces and shared electronics	Before and after study hall	Provided cleaning supplies
Food Service staff	Sanitize dining room and kitchen	Before and after breakfast and dinner	Approved disinfectant cleaners
Food Service staff	Ensure all students and staff service food are wearing gloves and face coverings	Whenever serving food	Face covering, gloves
Facility manager	Ensure each wing and department is stocked with required cleaning materials	Daily	Inventory
Department managers	Ensure all that department is stocked with required PPE	Daily	Inventory

The Safety Compliance Team will make recommendations related to these procedures to the Administration on a monthly basis. As such, this should be considered a working living document that will evolve with our experience and science-based research. Significant changes to these responsibilities will be addressed in bi-monthly staff meetings.

Students

It is important that students are trained and understand their role in the health and safety of all in the dormitory. The Safety Compliance Team will ensure that all students are trained in best practices related to prevention of infectious diseases. Students must be supervised to ensure they follow the necessary practices related to prevention of disease as well as best practices related to individually assigned details.

Practices

Although there is currently no vaccine to cure or prevent COVID-19, the best way to prevent it and any other infectious diseases or illness is to avoid being exposed to the virus or bacteria that causes it. The aforementioned cleaning and sanitizing practices will make significant strides in preventing the spread of infectious diseases at FBD. Ultimately, it is a common awareness and unified commitment to wellness that will ensure the safety of all at FBD.

Housekeeping

Daily sanitizing of frequently touched areas will be performed according to the cleaning and sanitizing schedule herein. Students and staff will be responsible for wiping their own surfaces in accordance with the *Cleaning and Sanitizing Schedule and Instructions*. Some common areas will be assigned on a rotating basis via the Public Student Detail List. Frequently touched surfaces may include tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.

All surfaces will be disinfected using EPA-approved disinfectants. Make sure to read the product label and closely follow the instructions on the label. Labels contain instructions for safe and effective use of the cleaning product including precautions you should take when applying the product, such as wearing gloves and making sure you have good ventilation during the use of product. Any questions related to cleaning products or procedures shall be directed to the Facility Manager.

Personal Hygiene

Wash your hand OFTEN with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing. If you use a tissue, throw it away immediately and wash your hands. Avoid touching your eyes, nose, and mouth with unwashed hands. Wash hands as described after touching eyes, nose, or mouth. If soap and water are unavailable, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.

Follow social distancing guidelines recommended by local health department. In general, avoid close contact (closer than 6 feet) with other people. This means no handshakes, high fives, elbow bumps, etc.

Personal Protective Equipment

Personal Protective Equipment (PPE) such as gloves, face shields, protective gowns, etc., will be provided as appropriate for assigned cleaning and sanitizing tasks. Each department manager with more than one staff member will maintain all PPE and is the point of contact for requesting PPE for any purpose.



School Policy for COVID-19 – Employee Acknowledgment

Topics covered:

- Purpose
- Definitions
- Duties and Responsibilities
- Practices

-I have read and fully understand all practices and responsibilities

-I agree to observe and follow these practices

-I have received a copy of this policy and practices

-I understand failure to follow these practices may affect my current employment, my re-employment, reinstatement, and vocational assistance rights (worker's comp claims).

I acknowledge that the above information was presented to me.

Employee (Print): _____

Employee signature: _____

Training date: _____

Trainer (Print): _____

Title: _____