

Social Distancing and Work Environment Requirements
March 30 – April 28, 2020

Please bring and use your own writing implement to check in and out of your building.
There will be no general usage of pens or pencils for staff.

Building Hours

- Monday – Friday, 7:30 – 3:30

Notification of Building Administrator

- You must notify your building administrator when you are going to be working at your site. You may not “just show up.”

Entering Your Worksite/Building: ALL EMPLOYEES

- **Main Entrance Only:** All staff are required to enter the building through the main entrance. You may not enter or leave the building through any other door.
- **Sanitize Your Hands:** Hand sanitizer is in the main office. You must sanitize your hands with the hand sanitizer provided after you have entered the building.
- **Sign-in:** All employees must sign using the sign-in sheet provided in the front office. It is imperative that we know who is in the building at all times. This will provide custodial staff information as to who has been in the building during the day and allow for targeted cleaning and disinfecting each night. You will also sign out when you leave the building. Please carry your own writing implement to sign in and sign out. There will not be one available for staff use.
- **Building administrators:** Please contact your custodial staff upon your arrival for a check-in. Let them know when you are leaving for the day so they know when they are able to clean and disinfect your main office space(s), etc.

While Inside the Building

- **Physical Distancing:** Maintain a 6-foot distance from others at all times.
- **Bathroom Usage:** Employees are to use staff restrooms only. Disinfectant spray and paper towels/rags will be available for you to use to wipe down common touch point areas before and after use.
- **Workspace:** As much as possible, please limit your work to your classroom or designated workspace. Refrain from using other worker’s phones, desks, or offices. Limit your use of other worker’s equipment, materials and supplies.
- **Use of Copier and General Office Space:** Wipes will be available to clean before and after usage of office copier or commonly used items. You must clean ALL equipment you use with the cleaner provided.
- Do NOT use the copier to print large copy orders. Contact your administrator to facilitate placing large orders.

Leaving Your Worksite

- **Sign Out:** All employees must sign out of the building prior to leaving.
- **Main Entrance:** All employees must leave the building through the main entrance.

**ALL EMPLOYEES
MUST ENTER
THROUGH THE
MAIN ENTRANCE**

**NO ENTRY
THROUGH THIS
DOOR**