

 **Personal Safety Practices**

**Personal Protective Equipment**

Certain measures are needed to reduce the risk of exposure and spread of COVID-19. Essential personnel are required to wear a mask/face covering at all times when at school except at workstation/private office that is in an enclosed space where no other personnel are present. Cloth masks/face coverings may be used to minimize the risk to others near you. You can spread COVID-19 to others even when you do not feel sick. Cloth face masks must be laundered each day. If you do not have one, a covering/mask may be obtained from Ms. Lisa.

**Social Distancing**

Keeping space between you and others is one of the best tools to avoid being exposed to the COVID-19 virus, and avoid its spread. Since people can spread the virus before they even know they are ill, it is important to stay away from others when possible, even when you have no symptoms. Faculty and staff should follow these social distancing practices:

*-Stay 6 feet (2 arms lengths apart)*

*-Minimize the use of common breakroom, coffee stations, or refrigerators to store food*

*-When in open spaces such as hallways and lobbies maintain social distancing of at least 6 feet apart*

*-All work stations should be oriented to a minimum of 6 feet apart*

*-If you work in a private office keep your door closed*

*-Do not gather in groups that cannot comply with social distancing*

*-Do not bring children, visitors, guests to the workplace*

*-Meetings should, for the most part, take place online instead of in conference rooms. If you must meet in person, wipe down surfaces, chairs and equipment after each use, and maintain social distance*

**Handwashing & Hand Sanitizers**

Wash hands often with soap and water for at least 20 seconds, especially after you have been in a public area or after blowing your nose, coughing, sneezing, or touching your face. If soap and water is not readily available use a hand sanitizer that contains at least 60% alcohol. Hand sanitizers will be available in multiple locations in the facility.

**Gloves/Goggles/Face Shields**

The CDC indicates that gloves are not necessary for general use and do not replace good hand hygiene. Students, faculty and staff do not need to wear goggles or face shields as part of general activity in the facility.

**Enhanced Environmental Health & Cleaning Procedures**

Custodial care and environmental services (if needed) have enhanced their cleaning protocols for cleaning methods and frequency which using appropriate personal protective equipment. Supervisors should assist in identifying work spaces that should have the highest priority for cleaning and disinfecting (i.e., doors, handles, restrooms, breakrooms). Before staring work and before you leave any room in which you have been working you must wipe down all work areas with sanitizing wipes or a Clorox solution. The includes shared space or equipment (i.e., copiers, printers, computers, keyboards, mouse, phone, equipment, desks and tables, light switches and doorknobs).

**Coughing/Sneezing/Hygiene**

If you are in an enclosed workspace/private office and you do not have a mask, remember to always cover your mouth and nose with a tissue when you cough or sneeze. You can also use the inside of your elbow. Throw tissues in the trash and immediately wash your hands with soap and water for at least 20 seconds or clean your hands with hand sanitizer.