

COVID 19 OFFICE/STAFF SAFETY PRECAUTIONS

Effective May 18, 2020

- The school's office remains open for business from 8am-5pm daily, by appointment, to fully meet all constituent and school district needs. A notice with explanation and contact information continues to be posted on website and at front door.
- Frequent visitors, such as school district couriers and supply deliveries, enter via the front door where all safety standards are in place for lobby area including: 6 ft distancing, use of masks and gloves by staff, recommended use of masks and hand sanitizer for guests, surfaces wiped down following each visit.
- Staff has been notified of new procedures to limit number of employees in kitchen and break room areas and to maintain 6 ft distance from others at all times.
- No groups of more than 10 people (if adequate 6 ft distancing is possible) will be allowed to meet at any one time.
- Ongoing use of virtual meetings and classes will continue to be encouraged and offered to community educators.
- Staff members greeting the public must wear a mask while in the office. Masks are encouraged and provided along with hand sanitizer, gloves, and sanitary wipes for all employees.
- Staff members have been notified that visits by non-employees will not be allowed in their workspace. Visitors may only be in the lobby area.
- Daily temperature checks will continue for all employees and visitors and are recorded in county log.
- All safety measures, including reminders of good hygiene, are posted throughout the office and in kitchen/bathrooms.
- Daily custodial service and deep cleaning needs have been requested through county facilities department.
- Website and social media platforms are consistently updated to serve as communication and resource to area educators, families and constituents.
- Every effort will be made to remain flexible to needs and to monitor and adjust as may become necessary