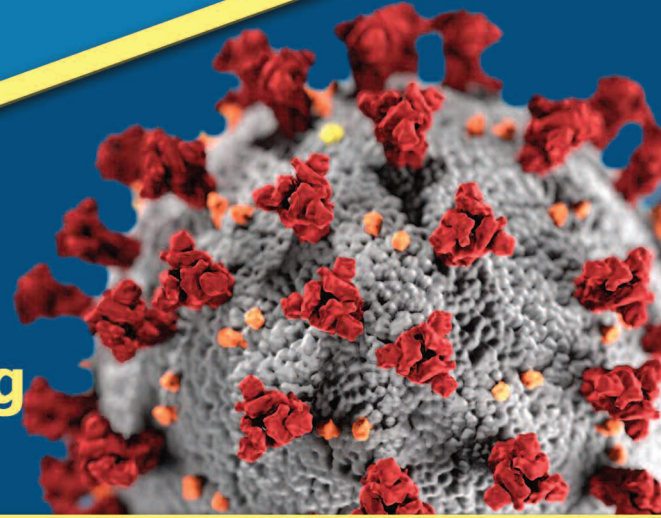


# CLAYTON COUNTY PUBLIC SCHOOLS

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## COVID 19 Social Distancing Guidelines



### MAINTAINING A HEALTHY WORK ENVIRONMENT (CCPS Facilities and other Administrative Buildings)

#### **Enforce and never compromise on the following:**

- 1) staying home when sick
- 2) covering coughs and sneezes
- 3) washing hands frequently for 20 seconds
- 4) wearing a facial mask when entering buildings and in common work space areas
- 5) engaging in social distancing

Prohibit visits from non-district individuals until the social distancing measures have been cancelled.

When conducting business with the public, utilize technology, such as Google, virtual meetings and conference calls to complete the business processes.

**Do not share workstations tools or equipment:** It is recommended not to share any equipment without cleaning and sanitizing before and between uses (sanitizing disposable wipes will be available at each station for cleaning purposes).

**Mandatory usage of hand sanitizers when entering all facilities:** Hand sanitizers and signage explaining the districts healthy work environment process will be placed at all ingresses and egresses. Emphasis will be placed on the mandatory usage of hand sanitizers when entering all facilities.

**Social Distancing:** The ideal distancing for labor, communication and meetings will be at a minimum of 6 feet but greater when possible between individuals, preferably at different tables or workstations. If staff are required to share an office space, staggered work days should be implemented (virtual meetings and/or work from home processes). Office doors should remain closed unless entering and/or exiting those work locations.

**Do not touch one another for any reason:** This includes but is not limited to greetings (i.e. handshakes, high-fives, or elbow bumps).

# CLAYTON COUNTY PUBLIC SCHOOLS

## COVID 19 Social Distancing Guidelines Continued

**Temperature Scans required when entering a building:** The CDC workplace guidance as of May 6, 2020 recommends conducting daily health checks. If an employee is sick he/she should stay home, if an employee feels sick within the workplace he/she should leave the work site. *If an employee exhibits signs or conditions of COVID-19, deploy a non-contact digital thermometer to assess if a fever exists. If a fever exists, recommend s/he seeks immediate medical attention and send him/her home to quarantine until his/her condition has been determined.*

### The district will provide:

- The district will provide sanitizing disposable wipes, waste baskets and EPA approved hand sanitizer in areas where employees gather or meet.
- Utilize sanitizing disposable wipes and other cleaning materials so that frequently touched surfaces (counters, doorknobs, toilets, phones, etc.) can be properly wiped down by employees before each use. The custodial staff will frequently clean and sanitize the common areas throughout the day.
- Wear gloves when cleaning and disinfecting areas, unpacking, and storing deliveries. If gloves are not available, wash hands immediately after unpacking and storing deliveries. When possible, discard outer boxes and packages.

## CLEANING AND SANITIZING

Remember, cleaning and sanitizing are not the same. Clean with soap and water to remove dirt and food from surfaces. Sanitize with chemicals or heat to reduce germs. Surfaces that look clean may still have germs on them that you cannot see. Sanitizing reduces these germs to safer levels. Always follow the product's label when using sanitizers.

- Clean and sanitize surfaces that are frequently touched. Surfaces such as remote controls, kitchen counters, doorknobs, bathroom surfaces, keyboards, tables and chairs, and phones and tablets should be cleaned often.
- Food-contact surfaces must be washed, rinsed, and sanitized after each use.
- Use disposable gloves for cleaning and sanitizing. Throw them away before leaving the area and wash hands.
- When using disinfectant wipes, use according to package directions. Do not reuse the wipes to wipe down multiple surfaces. Throw used wipes in the trash after each usage.

**THANK YOU FOR YOUR SAFETY AWARENESS PROCEDURES**