

Safety and Health Procedures to Prevent the Spread of COVID-19

To All Our Employees:

There is currently no vaccine to prevent the COVID-19 infection. The best way to prevent infection is to avoid being exposed to this virus. Safety and health procedures to help prevent the spread of COVID-19 include:

- Stay home if you are sick, except to get medical care.
- Practice social distancing by maintaining a distance of approximately 6 feet from others.
- Frequently wash hands with soap and water for at least 20 seconds.
 - Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your mouth and nose with a tissue when you cough or sneeze, or use the inside of your elbow.
- Place used tissues in a wastebasket.
- Clean and disinfect frequently touched objects and surfaces, such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Avoid close contact with people who are sick.
- Pursuant to CDC recommendations, wear facial coverings and masks to help prevent the spread of the disease to others.
- Notify your supervisor if you experience symptoms of acute respiratory illness (i.e., cough, shortness of breath, fever of 100.4°F or higher) so you can be separated from other employees and be sent home immediately.
- Masks, other protective equipment, or social distancing are required when directly interacting with parents or students.

The ADA permits employers to make disability-related inquiries and conduct medical exams if job-related and consistent with business necessity. Inquiries and reliable medical exams meet this standard if it is necessary to exclude employees with a medical condition that would pose a direct threat to health or safety. As such, we may conduct temperature



checks and ask questions about symptoms (or require self-reporting) of all those entering the workplace.

Acknowledgement

I acknowledge that I have read the above safety and health procedures to prevent the spread of COVID-19. I understand and agree to comply with these procedures. I further acknowledge that I understand that it is my responsibility to be familiar with and abide by these terms.

Signature

Printed Name

Date

cc: Personnel File