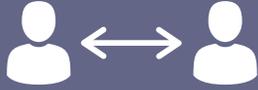


Do Your Part for a Safe Start

Best Practices for a Safe Work Environment

SOCIAL DISTANCING



- The risk of infection if exposed to someone with COVID-19 is decreased by 85% with social distancing and by 76% by keeping the duration of contact with others less than 15 minutes.
- Practice social distancing during meetings, conversations, and tasks. Avoid crowded areas and congregating.
- Be mindful of your break areas and meal times. Social distancing should be practiced during meal times. Avoid sitting in large groups, congregating in small spaces, or crowding at a table.
- It is important to maintain social distancing between you and your immediate teammates.
- Be mindful of potentially prolonged exposure to other adults.
- Hold meetings in a virtual environment as often as possible.

HANDWASHING & HYGIENE



- The risk of infection if exposed to someone with COVID-19 is decreased by 67% by frequent handwashing.
- Monitor yourself for symptoms and report to your principal or supervisor if you are experiencing any symptom of COVID-19. Common symptoms are fever, chills, shortness of breath or trouble breathing, new cough, or new loss of taste or smell.
- Wash your hands often with soap and water for at least 20 seconds, especially after being in a public place, blowing your nose, coughing, or sneezing.
- If soap and water are not immediately available, use hand sanitizer that contains at least 60% alcohol.
- When using hand sanitizer, cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth, especially with unwashed hands.

SANITIZING



- Maintaining a clean and sanitary work environment is one of the most impactful things you can do to keep yourself and others safe.
- Clean and disinfect frequently touched surfaces often.
- When bringing your devices from home (laptop, cell phone, etc.) be sure to wipe them down frequently and upon your arrival to school.
- Be sure to sanitize your own workstation or work area.
- Be aware of the sanitation products that are available at your school.
- Sanitize your break and eating areas before meal times.

FACE MASKS & PPE



- The risk of infection if exposed to someone with COVID-19 is decreased by 77% by always wearing a face mask.
- Familiarize yourself with your school's established protocols. Practice these protocols daily.
- Hold yourself and others accountable for mask wearing.
- Face masks are not a substitution for social distancing. Remember to maintain social distancing between yourself and others. Face coverings should fit against the sides of your face, as well as, safely cover your nose, mouth, and chin.
- Be aware of the PPE that is available to you in your building.