



# RETURN TO WORK PROTOCOLS AND COVID-19 PRECAUTIONS

As we go forward during this pandemic, please know we are keeping your safety and security as our priority.



## SAFESCHOOLS

Take two mandatory Coronavirus on-line training courses in SafeSchools.



## NO VISITORS

Visitors of any kind are not allowed at this time. Your presence in the building is strictly limited to Mon. - Thurs., 7 a.m. - 5:30 p.m.



## SELF-SCREEN

Self-screen at home before coming to work each day for any new or worsening signs or symptoms of possible COVID-19.



## SOCIAL DISTANCE

Maintain 6 foot social distancing from all others at all times.



## WELLNESS CHECK

Employees must go to the foyer for a wellness check prior to going to individual offices.



## WASH HANDS

Wash hands with soap and water or use hand sanitizer throughout the day. Employees are to sanitize their work stations.



## WEAR A MASK

A mask will be provided or you may bring your own. Wear it when in common areas and when in close proximity to others; this is not optional.



## CONCERNS?

Share any concerns with your supervisor regarding possible exposure to someone who has tested positive to COVID-19.

Thank you so much for your continued cooperation. Our aim is to protect you and your colleagues as we continue our important work.