



# Austin Independent School District

---

## Division of Finance and Operations

DATE: March 20, 2020

TO: Austin ISD Central Administration Staff

FROM: Matias Segura, PE, MBA, AISD Operations Officer  
Kevin Schwartz, Technology Officer

THROUGH: Nicole Conley, Chief Business and Operations Officer  
Dr. Medina, Chief Human Capital Officer

SUBJECT: **COVID-19; Austin ISD Headquarters Access Plan**

---

The City of Austin and Travis County approved an order to further protect our community from the spread of COVID-19 (Coronavirus). The plan, detailed below, is a coordinated effort among Austin ISD's Technology, Operations and Human Capital teams to support our central administration employees. Supervisors will provide specific direction to teams regarding long-term work plans. Supervisors are currently assessing who will continue to report to HQ on either a daily or intermittent schedule. We anticipate that identified staff may be able to report to HQ as early as Wednesday March 25<sup>th</sup>.

The Austin ISD Headquarters Access Plan is developed around the following primary objectives:

- Provide a laptop to those staff that need one,
- Allow staff to access their workspace to gather any documents and belongings,
- Maintain recommended circulation patterns and social distance, and
- Comply with the City of Austin Order approved March 17, 2020.

### [Austin ISD Headquarters Access Plan Details](#)

#### **Social Distancing and Prevention Protocols:**

For your safety and those around you, maintain six feet of distance around you at all times. Hand sanitizing stations will be available on the first floor and elevator lobby spaces on the upper floors. Elevators and stairs will be available to those accessing upper floors. Please see attached **AISD Staff Health & Safety Protocols and Precautions**, Spanish translation forthcoming.

## Staff Need Identification:

**Laptop/Hotspot Pickup:** [Poll](#) sent March 17<sup>th</sup> requesting information regarding technology needs for staff to work remotely.

**Workspace Item Pickup:** [Poll](#) sent March 20<sup>th</sup> requesting information from staff that may need to access AISD HQ to retrieve items from their workspace. Please note, desktop computers should not be removed from workspaces at this time.

## Groups and Time Allotment:

**Laptop/Hotspot Pickup:** There are **three** times available in 15-minute increments starting at 8:30 am Monday, March 23<sup>rd</sup> through the end of day Friday, March 27<sup>th</sup>.

**Workspace Item Pickup:** There are **five** times available in 30-minute increments starting at 8:30 am Monday, March 23<sup>rd</sup> through the end of day Tuesday, March 24<sup>th</sup>. Staff must access the building and leave within their assigned 30-minute window.

## HQ Site Visit Instructions:

- **Plan your route** so that you arrive at HQ on time. If you arrive early, please stay **IN YOUR VEHICLE**. Staff will not be permitted to enter the building before their designated time.
- Upon arrival, you may use the main entrance that faces Ben White. The construction entrance remains in use exclusively for the construction team. Please check in on the first floor with the Operations or Austin ISD Police officer who will be managing entry and turning away those not on the list.
- A short orientation regarding best practice to prevent the spread of COVID-19 will be provided upon accepted entry.
- Only those that have signed up via one of the polls will be allowed access to HQ:
  - **Laptop/Hotspot Pickup:** There are **three** times available in 15-minute increments.
  - **Workspace Item Pickup:** There are **five** times available in 30-minute increments.
- For those picking up a laptop and in need of a **VPN connection**, you must submit a request in ServiceNow **BEFORE** arriving to the site.
- **Laptop/Hotspot Pickup:** Proceed up the elevator or stairs to the **2<sup>nd</sup> floor, Room 225**.

- If receiving a laptop **and/or hotspot**, you will be required to **log on** to the laptop before leaving to ensure that your credentials are loaded onto the computer. Techs will be on hand, at a safe distance, if assistance is needed.
- **Workspace Item Pickup:** If accessing your workspace, please go directly to your floor via the elevators or stairs. At this time, desktop computers should **NOT** be removed from your workspace.
- **BEFORE** leaving, cleaning products will be provided on each floor to sanitize your workspace.
- Please **exit the building** the same way you entered and check out with staff.

### **Nightly Cleaning:**

Custodial staff will clean all surfaces of the building nightly in compliance with the district's COVID-19 cleaning procedures.

This informational memo can also be accessed on Austin ISD's website, [Staff Coronavirus Information](#).

Respectfully,

A handwritten signature in black ink, appearing to read 'Matias Segura', with a long horizontal flourish extending to the right.

Matias Segura  
Operations Officer

# STAFF HEALTH & SAFETY

## PROTOCOLS AND PRECAUTIONS TO PREVENT THE SPREAD OF COVID-19



**AISD values you and your safety as an employee. Maintaining your health and well-being in light of COVID-19 is a district priority. Please read the key practices and tips below to ensure the safety of you and your coworkers.**

### What is COVID-19 (the coronavirus)?

COVID-19 is an infectious disease caused by a new virus. The virus is thought to spread mainly from person-to-person: Between people who are in close contact with one another (within about 6 feet), via coughs or sneezes, or by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes.

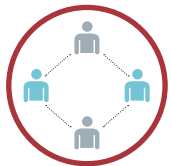
Symptoms may be flu-like, ranging from mild to serious, and include: **Fever • Cough • Difficulty breathing**

If you develop symptoms or warning signs for COVID-19 get medical attention immediately.

**Below are guidelines for ensuring a safe and healthy working environment for all staff:**



**Guideline #1: If you are immunocompromised or a high-risk individual, speak with your supervisor regarding reporting to work.**



**Guideline #2: Implement social distancing techniques while working.**

- Maintain distance of up to 6 feet from other individuals.
- All gatherings of employees should be in groups of fewer than 10 individuals.
- When gathering for work is necessary, limit the duration and maintain arm's length distance.



**Guideline #3: Maintain hygiene while working.**

- Wash hands frequently, and keep hands away from face, eyes, mouth, and nose to the extent possible.
- The more open and well-ventilated a space, the better. Consider options for outdoors.
- Wear gloves as much as possible, especially when handling any food or equipment.



**Guideline #4: Protect others.**

- Stay home if you are sick with any illness.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.



**Guideline #5: Clean after working.**

- Clean all frequently touched surfaces such as workstations, countertops and tabletops, remote controls, computer mouses and keyboards, A/V controls, arms on chairs, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.

**For more information, take the SafeSchools Training Course located in the AISD Human Capital Platform.**

**Coronavirus Awareness HCP#45583**