

Austin Independent School District



Division of Finance and Operations

March 25, 2020

TO: Austin ISD Campus Administrators

FROM: Matias Segura, PE, MBA, Operations Officer

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

SUBJECT: **UPDATE COVID-19: City of Austin Stay Home – Work Safe Order**

The City of Austin announced its [Stay Home – Work Safe Order](#) March 24 issuing further limitations to reduce exposure to COVID-19 (Coronavirus) in the community. Within the order, educational institutions, Austin ISD, are listed as an *Essential Business*:

“Educational Institutions including public and private K-12 schools, colleges, and universities - for purposes of facilitating distance learning, performing critical research, or performing other essential functions, provided that social distancing of six-feet per person is maintained to the greatest extent possible.”

The campus safety protocols, shared March 22, do comply with the City’s Stay Home – Work Safe Order. We have received over 1,100 access requests and have been steadily reviewing and approving access to district facilities. This is fantastic! Thank you all for working with us on this endeavor. We will continue to enforce safety protocols at every campus to limit the spread of COVID-19. The protocols detailed below leverage best safety practices, interaction limitations, and custodial sanitation procedures to support the needs of students and staff during this challenging time.

Campus Protocol Objectives:

The following protocols are structured to allow access to a limited number of individuals on a campus to address any number of critical issues including retrieving medicine for students, gathering items to work remotely or feeding animals. The protocols are intended to be enforced and followed at the campus level. The principal of the campus must approve all access requests, and work with their head custodian to ensure that all safety protocols are followed.

- **[Campus Access Log](#)**: Principals must log access requests in the Campus Access Log. The access table provided must be filled out before proceeding with access. This will ensure that the Operations team knows who is at each campus, and when. All fields, if applicable, must be filled out.

- **Overview Process:** Matias Segura, Operations Officer, or Nicole Conley, Chief Business and Operations Officer, will review the log daily and follow up as needed to ensure that the Principals and staff are appropriately supported.

- **Approval/Denial:** The approval or denial of any request is made by the campus principal.

- **Access Protocols**
 - Principals must contact their head custodian to coordinate access. The campus principal, head custodian or designee must be available during access periods.
 - Access groups are limited to 5 people.
 - Principals should limit access durations to no longer than 30 minutes.
 - Only Austin ISD employees may enter a district facility.
 - Disinfectant sprays will be made available by the custodians and visitors must wipe down their work surface prior to leaving campus.

Campus Site Visit Instructions:

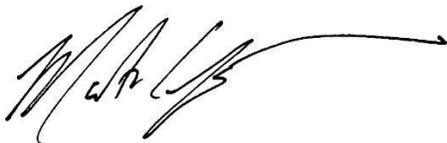
- **Staff member should plan their route** so that they arrive at the campus on time. If they arrive early, they must stay **in their vehicle**. Staff is discouraged to enter the building before their designated time.
- Upon arrival use only the main entrance. Please go directly to the space requested
- **Wipe down the work area or surfaces touched during visit.**
- Please **exit the building** the same way you entered.
- Once complete, please update the ‘status’ section of the log to confirm completion.

Social Distancing and Prevention Protocols:

For your safety and those around you, maintain six feet of distance around you at all times. **Please see attached *AISD Staff Health & Safety Protocols and Precautions***

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

Respectfully,



Matias Segura
Operations Officer