

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.

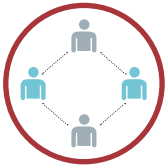
Symptoms may be flu-like, ranging from mild to serious, and include: **Fever • Cough • Difficulty breathing**

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