

## Protocols and Procedures

### Staff

#### District Level Practices We Encourage:

- At risk staff, as defined by the CDC, have the right to request a year leave of absence per district policy.
- At risk staff that choose to return to work may work with the District for ADA Accommodation process under the Americans with Disabilities Act.
- Staff have access to the COVID-19 Leave allocated by the Federal Government under the Families First Coronavirus Act if they have a qualifying situation, as well as their accrued sick leave.
- Telemedicine access for all staff and their households regardless of insurance status.
- Masks/face shields, hand sanitizer, gloves and wipes provided to each staff member.

## Protocols and Procedures

### Cleaning and Disinfection

#### Cleaning/Disinfection

1. Follow approved cleaning plan-plan approved by Central District Health.
  - a. Cleaning Throughout the Day
    - i. Check all soap dispensers to make sure they are supplied with soap.
    - ii. Check paper towel dispensers throughout the day to make sure they have adequately supplied.
    - iii. Check all hand sanitizer dispensers in hallways and classrooms to make sure they are supplied with hand sanitizer.
    - iv. Wipe down door handles and vending machines as much as possible with disinfectant.
  - b. Daily Cleaning - Classroom
    - i. Empty all trash and replace liners as needed.
    - ii. Clean white boards. (Use proper white board cleaner)
    - iii. Disinfect sinks, countertops, and all hard surfaces. (approved disinfectant)
    - iv. Teachers and staff – wipe down hard surfaces, manipulatives, supplies, etc. throughout the day with disinfectant.
  - c. Daily Cleaning - Restrooms
    - i. Clean toilets and urinals with toilet bowl cleaner. (nightly)
    - ii. Clean and disinfect sinks, walls behind sinks, and stall doors. (nightly)
    - iii. Sweep and mop with disinfectant. (nightly)
    - iv. Clean all mirrors with window cleaner. (nightly)