

# East Allen County Schools

## Reopening Safety Plan\*

This document is also available at [www.eacs.k12.in.us](http://www.eacs.k12.in.us) along with other COVID-19 information.

### EMPLOYEE HEALTH SCREENING PROCESS

- ❖ Limits on the number of employees, students and visitors in buildings
- ❖ Visitors will not be permitted in the administrative work areas
- ❖ Employees are to use virtual conference and meetings when possible as determined by their supervisor
- ❖ Alternating schedules when possible in coordination with the supervisor
- ❖ Six (6) feet separation whenever possible on EACS property, including in:
  - Common areas;
  - Break rooms; and
  - Meetings
- ❖ Employees, students and visitors are required to stay home if they are experiencing symptoms of COVID-19
- ❖ Employees, students and visitors exhibiting such symptoms may be isolated and sent home
- ❖ Educating with posted flyers describing symptoms
- ❖ Contact tracing, documentation and reporting
- ❖ Following Allen County Department of Health and Center for Disease Control (“CDC”) guidance
  - Close areas of contact and clean
  - Re-entry
- ❖ Employees, students, and visitors are encouraged to refrain from shaking hands or making any unnecessary physical contact
- ❖ Employees, students and visitors are encouraged to practice good respiratory etiquette
  - Cover nose and mouth when they cough or sneeze with a tissue, handkerchief, or in the crease of an elbow
  - Encourage employee use of masks and gloves at the employee’s discretion
  - Refrain from touching eyes, nose and mouth
- ❖ Prompting Signage at Main Entrances: Employees, Students, Families and Visitors may wear masks and/or gloves when entering the buildings.

### ENHANCED CLEANING AND DISINFECTING PROTOCOLS

- ❖ Hand wipes and hand sanitizer provided for use
  - Main entrances at each EACS building
  - Work rooms and by copiers
- ❖ Intense daily cleaning of light switches, door knobs, and handles by custodians
- ❖ Employees should disinfectant and clean personal work space and equipment (i.e. phones, computers, keyboards, mouse). **Materials may be requested from custodians**
- ❖ Employees are required to wipe down surfaces and equipment before and after meetings
- ❖ Employees are encouraged to use personal stylus at common copier and public phones
- ❖ Pens for others to use will be at reception desks and will be cleaned prior to use and place in a separate container after use to be cleaned and sanitized
- ❖ During the past few weeks, buildings have had limited access and continuous deep cleaning

## **ENHANCING THE ABILITY OF EMPLOYEES, STUDENTS, AND VISITORS TO WASH HANDS OR TAKE OTHER PERSONAL HYGIENE MEASURES**

- ❖ Posters and flyers will be posted in restrooms and common areas promoting hand washing
  - Employees MUST wash hands before returning to work
  - Always wash immediately after removing gloves and after contact with a person who may be sick or has exhibited symptoms
  - Wash your hands often with soap and water for 20 seconds
- ❖ Hand wipes and hand sanitizer will be provided for use and will be located, at a minimum, at:
  - Main entrances of each EACS building; and
  - Workrooms and by copiers
- ❖ Additional key times to wash hands include
  - Immediately after removing gloves and after contact with a person who is sick;
  - After blowing one's nose, coughing, or sneezing; and
  - Before eating or preparing food

## **SOCIAL DISTANCING MEASURES**

- ❖ Complying with recommendations established by the CDC to the greatest extent possible
- ❖ Maintaining six-foot social distancing for both employees and members of the public are crucial, including, but not limited to:
  - Common areas;
  - Break rooms; and
  - Meetings
- ❖ Encouraging employee, student, and visitor discretionary use of masks and gloves
- ❖ Installation of plexiglass shields at each main reception area
- ❖ Social gatherings and celebration carry-ins are strongly discouraged
- ❖ Limitations on the number of employees working in buildings
  - Employees are to use virtual meetings when possible as determined by a supervisor
  - Alternating work schedules when possible as determined by a supervisor
  - Encourage employee discretionary use of masks and gloves
- ❖ Discontinuing the use of public drinking fountains as well as sharing of other employees' phones, work stations, desks, or work tools and/or equipment
- ❖ Refraining from touching eyes, nose, and mouth to the greatest extent possible

**\*This plan is subject to change as additional guidance becomes available from the Center for Disease Control, the Allen County Department of Health, the Governor's Executive Orders, the Indiana Department of Education, or the EACS School Board or Administration.**