



Protocol for Staff to Access Building

- 1) Notify your building administrator to coordinate the day(s)/time(s) you plan on being in the building.
- 2) When entering the building, follow the traffic flow guidelines (entering/exiting points, hallway patterns, etc.).
- 3) Check in with the office when you arrive and leave for tracking purposes. Office staff will be asked to keep a log of staff entering/exiting the building for safety purposes.
- 4) Wear a "face covering" at all times when in common areas, including hallways. If an employee is able to be isolated to one room with the door closed, they can take their mask off.
- 5) Wear gloves if you are distributing food, supplies, Chromebooks or any other object that you are handling back and forth with students/families.
- 6) Stay 6 feet away from others at all times.
- 7) Wash hands frequently and avoid touching your face.
- 8) No more than 10 people in one area.
- 9) Staff must sign protocol expectations prior to entering a building.