

## **MSAD No. 75 INFECTION CONTROL SOP FOR STAFF RETURNING TO BUILDINGS AMID COVID-19**

1. Self Monitor for Symptoms (*Symptoms include: cough, shortness of breath or difficulty breathing, and at least two of these symptoms - fever, chills, muscle aches, headache, sore throat, new loss of smell and taste*)
    - a. If you are sick, contact your administrator and stay home
    - b. If an immediate family member is sick, contact your administrator and stay home
    - c. If you get sick at work, tell your administrator and go home
  
  2. Heighten Hygiene Practices
    - a. Wash hands frequently with soap and water for 20 seconds\*
    - b. If sink not available, use hand sanitizer with at least 60% alcohol
    - c. When at work, never touch your mouth, nose, or eyes
  
  3. Wear A Face Covering\*
    - a. Wear a personal (one you made at home) face covering or request one from your supervisor
    - b. Wear whenever in the presence of another staff person
    - c. Do not touch your face covering or any other part of your face
    - d. Wear while still practicing social (physical) distancing of at least 6 feet between fellow employees
    - e. If working in your classroom or space alone, you may take off your face covering
      - i. Wash your hands before and after you take off the face covering.
- The face covering is intended to lessen the possibility of you infecting others if you are an asymptomatic carrier.*
4. Practice Social (Physical) Distancing\*
    - a. Keep at least 6 feet distance between yourself and others

- b. Be mindful of places where employees mingle or gather such as the breakroom, office, hall
- c. A face covering is not a substitute for social distancing - both must be in place

*If you are over 65 years of age or have an underlying medical condition you are at higher risk for severe illness from COVID 19.*

- 5. Clean and Disinfect Workspace Frequently
  - a. During the day wipe down areas you touch frequently such as keyboards, phones, lightswitches, door knobs
  - b. Facilities will clean buildings each evening
  
- 6. Wear Gloves - (Optional and not currently a recommendation from US CDC) If you decide to wear gloves, follow the steps below **very carefully**
  - a. Wash hands before putting on gloves
  - b. Treat gloves like hands and after each task involving potential contamination sanitize with hand sanitizer or frequently wash the gloves with soap and water while wearing them
  - c. Follow proper procedure for glove removal\*

*Wearing gloves does not change the infectivity of hands and may give users a false sense of protection. If you decide to wear gloves, you need to either use hand sanitizer or wash your hands with soap and water frequently while wearing them.*

**\*LINKS TO EDUCATIONAL VIDEOS**

<https://www.cdc.gov/handwashing/when-how-handwashing.htm>

[How to Remove Gloves](#)

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/DIY-cloth-face-covering-instructions.pdf>

[Maintaining good social distance](#)