WORKPLACE COVID-19 PROTOCOLS
*EFFECTIVE MAY 19, 2020 THE FOLLOWING PROTOCOLS WILL BE FOLLOWED AT EVERY EVERGREEN SCHOOL DISTRICT WORKSITE.*

1. Complete self symptom checklist before leaving home and follow the guidelines on it. Stay home if you answered yes to any of the questions on the checklist.
2. All Employees will be required to wear a face covering when entering any areas where they may come in contact with another person. How to make your own face covering.

Cover your mouth and nose with a cloth face cover when around others

- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a cloth face cover when they have to go out in public, for example to the grocery store or to pick up other necessities.
  - Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- The cloth face cover is meant to protect other people in case you are infected.
- Do NOT use a facemask meant for a healthcare worker.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2

General considerations for the use of cloth face coverings

When using a cloth face covering, make sure:
- The mouth and nose are fully covered
- The covering fits snugly against the sides of the face so there are no gaps
- You do not have any difficulty breathing while wearing the cloth face covering
- The cloth face covering can be tied or otherwise secured to prevent slipping

Avoid touching your face as much as possible. Keep the covering clean. Clean hands with soap and water or alcohol-based hand sanitizer immediately, before putting on, after touching or adjusting, and after removing the cloth face covering. Don’t share it with anyone else unless it’s washed and dried first. You should be the only person handling your covering. Laundry instructions will depend on the cloth used to make the face covering. In general, cloth face coverings should be washed regularly (e.g. daily and whenever soiled) using water and a mild detergent, dried completely in a hot dryer, and stored in a clean container or bag.
3. When coming into contact with another person, please remember to maintain social distancing protocols (at least 6 feet apart) when possible, and put on your face covering.

4. All Employees shall wash their hands or use hand sanitizer upon entering and leaving the workplace, and if they use common areas, such as the restroom or front office.

5. Good hand hygiene is recommended by the CDC over wearing gloves. However, if employees choose to use gloves, they need to be used and disposed of properly. Hands still need to be cleaned after removing gloves, preferably with soap and water, or hand sanitizer if soap and water is not available. Remember that gloves should be a one time use; avoid touching your eyes, nose and mouth while wearing them.