

On-Site Work Guidelines for CCSD Staff

The following protocols should be followed by staff members performing on-site work:

- Enter and exit the building via designated entry and exit points. These are:
 - High School - athletic entrance (front right side of building);
 - Middle School - rear entrance;
 - Cornwall Elementary - side entrance near garage doors;
 - Willow Ave. Elementary - rear entrance;
 - Cornwall on Hudson Elementary - rear of cafeteria entrance;
 - District Office - front door.
- A mask must be worn whenever moving throughout the building.
- Whenever more than one person is in an office or room, everyone present must wear a mask. Staff members may only remove their mask when they are working alone in a private office with the door closed, or if working alone outdoors.
- Staff members should wear gloves if working with office equipment that is shared, or if handling objects that will also be handled by others.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. Clean and disinfect them before and after your use. This is especially important for phones, microphones and technology equipment that can be accessed by multiple persons. (Telephone headsets, voice commands and speakers should be used on phones when available, if feasible, to minimize handling.)
- Remove personal items from your desktop when you leave work (i.e. family pictures and other knickknacks). This will assist the cleaning and disinfecting process.
- CCSD will make masks and gloves available to staff and they can be obtained from Security upon entry to the building (or on the front table at District Office). Employees that would like to wear their own non-CCSD issued mask may do so provided that it adequately covers the nose and mouth.
- Soiled or damaged masks should not be used. Obtain a replacement mask from Security if needed.
- Social distancing must be maintained. Remain at least six feet apart from others at all times.

- Should a task require you to work with others, and in doing so you cannot maintain six feet of space between you, distance should be maximized to the extent possible. You should also plan accordingly to minimize the amount of time needed to perform the task. In this instance masks must be worn by anyone participating in the activity.
- Socializing is highly discouraged. If you need to speak to a coworker, do so by phone, video conference or by radio, rather than in person.
- Gatherings are prohibited. While in the building, you should be moving directly to and from the area(s) you need to access, and you should not stop along the way to have conversations in common areas.
- Wash your hands often with soap and water for at least 20 seconds or use hand sanitizer which is available in each building (if additional hand sanitizer is needed, contact Walter Moran). Hands should be washed if visibly dirty, and:
 - before and after work shifts;
 - before and after work breaks;
 - after blowing your nose, coughing, or sneezing;
 - after using the restroom;
 - before eating or preparing food;
 - after putting on, touching, or removing cloth face coverings.
- Cover your mouth and nose with a tissue when you cough or sneeze, or use the inside of your elbow.
- If you feel sick while at work, inform your supervisor and leave immediately.
- Report any potential breaches of the above protocols to your building Principal or department Administrator so that any appropriate intervention needed can occur.

Do not come to work, or enter CCSD buildings if:

- You are sick, or someone living in your home is sick.
- You have a temperature of 100 degrees or higher.
- You have been, or suspect that you have been, exposed to someone that has tested positive for COVID-19 in the past 14 days.
- You have COVID-19 symptoms.
- You are subject to a COVID-19 quarantine.
- You have tested positive for COVID-19 in the past 14 days.

If any of the situations above are applicable to you, inform your immediate supervisor and coordinate with them regarding your ability to resume on-site work.