

SITE COVID SAFETY SUPERVISOR _____

Phone Number _____

Staying Safe While Working in Everett Public Schools
Employees must adhere to the following health safety practices

1. If you are sick, stay home.
2. Put on your facemask when leaving your vehicle and before entering the building. If you do not have a face mask, one will be provided for you. Cloth face masks are encouraged.
3. Sanitize your hands using the alcohol-based sanitizer located in the sanitation station in the main office.
4. If you answer "YES," do not enter the work site and inform both your principal and the Site COVID Supervisor.
5. High-touch surfaces in our schools have been disinfected multiple times during the closure and continue to be disinfected daily. However, please use the disinfectant spray bottle and paper towels available in each room if you feel the need.
6. If you need to wear gloves, if possible, wash your hands prior to putting them on. If you are not able to wash hands, sanitize your hands with alcohol-based sanitizer.
7. Gloves are only needed during cleaning and when you are participating in a task where you have an increased risk of touching surfaces or items that are frequently touched by others. Frequent handwashing is best.

**Use Personal Protective Equipment (PPE). Employees must adhere to the
Washington State Requirements:**

- Washing your hands frequently—it is a good habit to get into to!
- When in proximity to others, wear your cloth face mask covering at all times. Facial coverings are optional only when working alone in an office, classroom, vehicle or when you have no interpersonal interaction. Under certain conditions, face coverings may not be required, such as a medical or facial condition or disability that makes wearing a facial covering inappropriate and for people who are hearing impaired and reliant on facial expressions for communication.
- Maintain physical distancing of six feet between individual for both employees and patrons, to the extent possible.
- Limit close interactions with patrons.
- Wash hands with soap and water for 20 seconds or use alcohol-based hand sanitizer prior to putting on your gloves and mask, and before leaving the work site for the day.
- Avoid touching your face with unwashed hands especially your eyes, nose, or mouth
- Cough and sneeze into an elbow or into a tissue. Throw away the tissue immediately after use and wash hands.