



# RECOMMENDED PROTOCOLS FOR ENTRY AND EXIT FROM PREMISES

- Staff needing to visit the campus/office should contact principal/administrator to schedule a time to come to site.
- The principal/administrator should ask the employee if they feel ill or anyone in the household is ill.
- The principal/administrator should provide staff with a specific time to enter the building to:
  - Make sure no more than 10 or less staff members are in the building at a time.
  - Ensure the custodial staff is available to assist.
- The principal/administrator should have custodian wipe the area the staff member will be using (desktop, door handles, cabinet handles, etc.) prior to staff member(s) arriving.
- Staff member(s) should sanitize hands upon entering the building and maintain a distance of 6 feet (if at all possible) from others in the building.
- Staff member(s) should sanitize hands upon leaving the building.
- The principal/administrator should have custodian clean the area immediately after the staff member leaves the building.

## QUESTIONS?

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