

Main Office Set Up Considerations– COVID-19 Preparations

Use of the Main Office

- Limit the number of students and/or staff allowed in the main office at one time.
- Have chairs set up outside of main office (where feasible) to allow for social distancing and to limit the number of people in the main office at one time.
 - Consider placing stickers or markings on the floor to indicate where chairs should be placed to ensure social distancing.
- Restrict non-essential visitors, including, but not limited to, contractors, suppliers, and vendors.
- Students with COVID-like symptoms should be evaluated in a location separate from the main office. If it is determined that the student needs to be sent home, the student should then be sent to the isolation room until dismissal can be arranged. If student is not already wearing a cloth facial covering or mask, they should put one on prior to entering the isolation room.

Furniture in the Main Office

- Furniture in the main office should be made of materials that can easily be cleaned and disinfected, such as vinyl chairs, with a smooth surface.

Social Distancing in the Health Room

- Install physical barriers, such as sneeze guards and partitions, in areas where it is difficult for individuals to remain at least 6 feet apart (e.g., reception desks).
- All students and staff should attempt to maintain 6-foot distance while in the main office.
- Consider the use of floor markings to indicate to students and staff where to stand/sit to maintain social distancing.

Cleaning

- Establish a protocol outlining how often cleaning and disinfecting of main office will occur.
- Consider the use of a check-off form to track cleaning and disinfecting.
- Identify which items and locations will be cleaned during routine cleaning and disinfecting.
- Remember to clean and disinfect high touch objects including doorknob, cabinet handles, light switch, chairs, phone, walkie talkie, computer, sink, toilet and medical equipment.
- Consider providing hand sanitizer and disinfectant wipes throughout district facilities for staff to use, including near high-touch areas such as copiers, telephones, keyboards, printers, microwaves, touch screens, etc.
- Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff use products

Environmental

- Develop protocol to increase circulation of outdoor air as much as possible throughout the school day (e.g., opening windows and doors when it is safe to do so).
- Consider providing or making use of hands-free enabled technologies.
- Consider prohibiting food sharing and restricting food preparation and storage on school grounds and in school microwaves, refrigerators, and/or freezers.
- Consider prohibiting or discouraging employees from using other workers' phones, desks, offices, or other work tools and equipment, when possible and requiring employees to disinfect equipment after each use if such use is unavoidable.

References

- Centers for Disease Control. (July 22, 2020). Cleaning and Disinfecting. Retrieved July 29, 2020, from <https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>
- Centers for Disease Control. (July 1, 2020). Considerations for K-12 Schools: Readiness and Planning Tool. Retrieved July 29, 2020, from <https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/School-Admin-K12-readiness-and-planning-tool.pdf>
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- Wisconsin Association of School Boards. (June 2020). Addendum to staff handbook concerning pandemic workplace protocols. Retrieved July 29, 2020, from <https://wasb.org/wp-content/uploads/2020/06/Addendum-to-Employee-Handbook-Concerning-Pandemic-Protocols-20200720.docx>