Face Coverings & Social Distancing

CDC Recommendations for cloth face coverings in schools

- Cloth face coverings **may help prevent people who have COVID-19 from spreading the virus** to others.
- Cloth face coverings **are most likely to reduce the spread of COVID-19 when they are widely used by people in public settings** and when around people who live outside of their household.

- Cloth face coverings **should NOT be worn by children under the age of 2 or anyone who has trouble breathing, is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.**

Face Covering & Distancing Expectations in AACPS

**Employees are required to wear a face covering** while in common areas of their building where interaction with others is likely. Failure to follow this requirement will result in disciplinary action.

- Must be worn over the nose and mouth and securely around the face.
- Before putting on the face covering, hands should be clean (soap and water or hand sanitizer)
- Face coverings should not be touched while being worn and should only be removed with clean hands.
- Face coverings should not be worn while wet, as it could be difficult to breathe.
- Cloth face coverings should be washed after every use.
- Unless an employee works in an open area, employees do not have to wear face coverings in their personal work area where social distancing can be maintained.

Employees should **maintain a social distance of 6 feet** from other individuals to the extent possible. Furniture has been removed from meeting spaces to accommodate social distancing practices.

**Visitors and contractors must wear face coverings** at all times. AACPS employees are not to be deemed visitors regardless of their work location.

**Elevator use should be limited to three individuals** per ride and face coverings should be worn.

**Basic personal office materials**, e.g., pens, paper, markers, tape, etc. **should not be shared**. Shared office items, e.g., copier, phones, microwave, etc. should be wiped frequently and individuals should wash/sanitize hands after use.
Supervisors are expected to schedule staff on a rotating basis, where possible, to ensure the ability to practice social distancing.

Hand sanitizer and/or hand sanitizing stations will be accessible throughout all facilities.

Where possible, interior doors will be left or propped open to reduce frequent touching. Doors that lead to stairwell cannot be left open because of fire code.

Employees shall not report to work if they are feeling ill; have a new onset cough or shortness of breath; and/or a combination of any of the following: fever of 100.4° or higher, chills, shivering, muscle pain, sore throat, headache, loss of sense of taste or smell, or gastrointestinal symptoms (nausea, vomiting or diarrhea). (per Maryland Department of Health). Information regarding leave for individuals with COVID-19 or who are quarantined may be found at www.aacps.org/leave.

AACPS supervisors will follow local and state guidelines to promptly deal with confirmed COVID-19 cases that directly affect the facilities for which they are responsible. Such response includes swift and confidential notifications to impacted individuals and affiliated parties.

Memos regarding operational and logistical decisions, including employee leave procedures, about the pandemic are available online.

Employees are encouraged to use the Employee Assistance Program (www.aacps.eap) resources to help with everyday stress, as well as issues related to the pandemic.