



Face Coverings & Physical Distancing for Employees

AACPS follows the professional and expert recommendations of local, state health officials, and the Centers for Disease Control and Prevention (CDC) to make informed decisions regarding the health and safety of students, staff, and visitors.

Please note that public health data and information which informs such recommendations are subject to change. AACPS will make modifications in accordance with local, state, and federal requirements.

CDC Recommendations for cloth face coverings in schools

- **Cloth face coverings have been proven to mitigate the spread of COVID-19.**
- 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 must be worn by anyone over the age of 2** while in school buildings. All students will be required to wear a mask during the entire school day, including at the bus stop and on the bus, when in-person hybrid instruction begins.

Face Covering & Distancing Expectations in AACPS

Failure to comply with these guidelines will result in progressive discipline.



Employees, students, and visitors are required to wear a cloth face covering during the entire workday, especially in common areas of their buildings where interaction with others is likely. Employees may remove masks when working in areas where others are not present

- 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 doing so could make it difficult to breathe.
- Cloth face coverings should be washed after every use.

Employees must **maintain at least 6 feet** from other individuals to the extent possible. Furniture has been removed from meeting spaces to accommodate physical distancing practices.

Designated areas will be identified for employees to use for workspace during breaks and to eat lunch.

Desks in classrooms have been arranged in accordance with applicable distancing guidelines. **Desks at work locations are spaced at least 6 feet apart** and/or assigned work locations and schedules may be adjusted to meet distancing guidelines.



Visitors and contractors must wear face coverings at all times. AACPS employees are not to be deemed visitors regardless of their work location. Contractors may remove masks where others are not present.



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Important Safety Measures & Reminders



Elevator use is limited to three individuals per ride and face coverings must 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 always wash/sanitize hands after use.



Employees must conduct a daily health screening before coming to work. A checklist to evaluate symptoms can be found at www.aacps.org/safetyprotocols.

Supervisors are expected to **schedule staff on a rotating basis**, where feasible, to enhance the ability to practice appropriate distancing where needed.



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 stairwells cannot be left open because of fire code.



Employees must not report to work if they are feeling ill, have a cough, shortness of breath, difficulty breathing or new loss of taste or smell or any two of the following: fever of 100.4 or higher, chills or shaking chills, muscle aches, sore throat, headache, nausea or vomiting, fatigue, or congestion or runny nose. Information regarding leave for individuals with COVID-19 or who are quarantined may be found at www.aacps.org/leave.

AACPS supervisors and in-school administrators must **follow local and state guidelines** to promptly deal with **confirmed COVID-19 cases** (www.aacps.org/safetyprotocols) that directly affect the facilities for which they are responsible. Such response includes swift and confidential notifications to impacted individuals and affiliated parties as determined by the county department of health.



System-wide memos regarding operational and logistical decisions are posted on the AACPS website.

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.

