



Personal Protective Equipment (PPE) Procedure for Employees

AACPS follows the professional and expert recommendations of local, state health officials, and the Centers for Disease Control (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.



Face Coverings/Masks

- AACPS will provide **one box of washable face coverings (five total) to each employee.**
- **The CDC recommends face coverings in public** and when not around members of the same household to slow the spread of COVID-19.
- **Wearing at least a cloth face covering is mandated and essential to limiting the spread of COVID-19.**
- Social distancing measures, face shields, and other personal protections **may not be utilized in lieu of masks.**
- Masks with exhalation valves or vents allow respiratory droplets to escape and do not provide protection from the spread of COVID-19 to others. **The CDC does not recommend the use of masks with exhalation valves or vents.**
- All AACPS employees are required to wear at least a cloth face covering at any time in which they are in any AACPS facility.
- **More guidance for face coverings for employees** can be found at www.aacps.org/safetyprotocols.



Face Shields

- AACPS will provide approved **face shields for employees based on health, work, or unique needs on a case-by-case basis.**
- A face shield is **primarily used for eye protection** for the person wearing it. The CDC does not currently recommend the use of face shields as a substitute for cloth face coverings or masks.
- Face shields **may be worn in lieu of cloth face coverings or masks only if the individual has documented respiratory conditions or difficulty breathing.**
- **Deaf/hard of hearing individuals or employees who work directly with deaf/hard of hearing individuals may opt to wear a hooded face shield** that wraps around the wearer's face and extends below the chin.
- Individuals who wear face shields should follow **CDC guidelines for face shield cleanliness.** www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html



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Acrylic Shields

- AACPS will purchase one acrylic barrier to be installed by individual office/school staff for offices that have employees who come in frequent, direct contact with the public. Schools will have one acrylic shield station per building which may require shifting tasks to alternate locations.
- Acrylic shields are designed as **protective barriers from airborne particles**.
- Acrylic shields may be **utilized by offices that have employees who have frequent, direct contact with the public**.
- Acrylic shields are **not replacements for required face coverings**. All employees who are in offices that have acrylic shields installed must also wear at least a cloth face covering.



Accommodations for limited in-person instruction and services

Special centers and other sites where employees will provide **in-person services to students** will identify needs and purchase PPE accordingly. Such needs will be addressed on a case-by-case basis.



Purchasing Additional PPE

Schools and/or offices that would like to **purchase additional PPE** must contact the AACPS Budget Office at (410) 222-5150.