



Security and EOC Staff Working at BESC During School Closures Safety Plan

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PURPOSE: To ensure that staff working in the security services office and the EOC are taking the proper measures to mitigate their risk of exposure to the coronavirus that causes the COVID-19 illness.

SCOPE: This procedure applies to all security and EOC staff working at the BESC. These procedures will be applied for the entire duration that staff in the security services office and in the EOC. It is recommended that no more than two staff members be in the security services office at the same time and no more than seven staff members be in the EOC.

INSTRUCTIONS:

Staff will review these procedures in full prior to the start of their shift in the security services office and/or the EOC:

1. On arrival, staff will disinfect their work areas by using the clorox wipes or approved cleaning agent that kills the COVID 19 virus. This includes wiping down all high touch areas.
2. Staff will maintain at least 6 feet distance from other co-workers at all times.
3. Staff will refrain from using co-workers' workstations, telephones or other work tools. If sharing is necessary, staff will disinfect the equipment before and after use.
4. Staff will practice good hygiene by washing hands thoroughly and frequently.
5. Staff will practice respiratory etiquette at all times by covering coughs and sneezes.
6. Staff will stay home if they are sick.
7. Throughout their shift, staff will routinely clean/disinfect their work areas and practice general good housekeeping measures.
8. Prior to leaving their work areas, staff will disinfect their work area including all high touch areas.

QUESTIONS AND CONCERNS

Please direct any questions or concerns regarding the District's social-distancing protocols to Joe Crelier, Director of Risk Management, at staysafe@pps.net.