

# Verona Area School District

## Protective Measures Policy

The Verona Area School District is fully committed to safeguarding the health and safety of all employees and students. For this reason, effective immediately, the District enacts the following policy applicable to all employees, regardless of position or authority:

### **Employees shall:**

- Maintain six feet physical distancing from others when possible
- Wear a face covering in any enclosed building where other people could be present, unless otherwise exempt; face coverings may be removed for the following reasons:
  - While they are eating or drinking
  - When communicating with an individual who is deaf or hard of hearing and communication cannot be achieved through other means.
  - While obtaining a service that requires the temporary removal of the face covering.
  - When necessary to confirm the individual's identity.
  - When federal or state law prohibits wearing a face covering
- Not have any unnecessary direct person to person contact (i.e., no hand shaking, no high fives, no hugs) when possible

### **The District may:**

- Limit in-person meetings and use other means of communications such as Zoom, Skype and email, that are not in person.
- Limit number of visitors in District buildings at any given time
- Spread out workstations so employees can be six feet apart at all times when possible
- Remove extra chairs and tables in dining area, waiting areas, breakrooms to allow people to remain six feet apart when possible
- Provide tape, chalk or other means of marking floors/ground in high traffic areas to show people where to stand when waiting (e.g. elevators, reception area)
- Use tape or other markings on the floor or footprint graphics to show students and visitors where to stand
- Post physical distancing signage in District buildings reminding everyone to practice physical distancing
- Provide special accommodations for vulnerable employees or those unable to wear face covering