

## ShIPLEY School-Safe Practice Policy

Due the COVID-19 (coronavirus) pandemic, we are taking proactive steps to address a few business concerns. Most importantly, we want to maintain a safe workplace and implement practices which protects the health and wellness of employees and contractors, vendors.

We ask all Shipley employees and contractors, vendors to cooperate in taking steps to reduce the transmission of the communicable diseases in the workplace. Shipley employees and contractors, vendors are reminded of the following:

Steps to be taken while on Shipley campus:

- Any person entering Shipley must take a temperature check and fill out a COVID 19 questionnaire also wash your hands often with soap and water for at least 20 seconds.
- If soap and water are not available, use a hand sanitizer. Cover all surfaces of your hands and rub them together until they feel dry.
- Masks are required to be worn; latex gloves optional to put on after washing/sanitizing your hands.
- Avoid touching your face and make sure to cover you mouth and nose when coughing or sneezing. If you should cough or sneeze, wash your hands again.
- No handshaking. Use other noncontact methods of greeting.
- Minimize contact with people and maintain a distance of at least six feet between you and others.
- Avoid contact with people who are sick
- Practice good hygiene

At this time, Social Distancing is also being enforced at The Shipley School. The goal of social distancing is to slow down the outbreak of COVID-19 in order to reduce the chances of transmitting the infection. The CDC defines social distancing as it applies to COVID-19 as "remaining out of congregate settings, avoiding mass gatherings, and maintaining distance (approximately 6 feet or 2 meters) from others when possible."

Currently, the Centers for Disease Control and Prevention recommends that employees remain at home until at least 24 hours after they are free of fever (100 degrees For 37.8 degrees C) or signs of a fever without the use of fever-reducing medications. Employees and contractors, vendors who report to Shipley ill will be asked to leave in accordance with these health guidelines.

Shipley employees and contractors, vendors please inform Physical Plant and the cleaning staff of any area you are working in so we can check that area and re-disinfect.

Wishing you all the best of health and wellness during this challenging time. Thank you for your cooperation and understanding.