



NwOESC Main Office Guidelines

Safety Protocols

Staff:

- Staff are encouraged to perform a health assessment/temperature check PRIOR to reporting to work daily.
 - If your temperature is 100.4 F or higher, do not come into the office.
 - If you have a fever or other symptoms, please consult with your health care provider or local health department if unsure.
 - If you (or a family member) have tested positive for COVID-19, notify Kathy Soards and your supervisor immediately, and follow the CDC guidelines and recommendations of your healthcare professionals.
 - A temperature scanner will be available at the front desk should you need it upon entrance or throughout the work day.

Visitors:

- Visitors and the public are allowed access to the building in alignment with pre-pandemic protocols. Sanitizer, masks and a temperature scanner are available in the receptionist area.

Face Coverings:

- Face coverings are highly encouraged and recommended for those who have not been vaccinated.
- Disposable face masks are available for visitors and guests.
- Face coverings may be required at times per local, state or federal mandates. During these times, all staff, visitors and guests will be required to wear a face covering in the facility (NwOESC wing, NWOCA wing, and central core) or in their assigned district location(s).

Social Distancing:

- Within the building central core conference space and in other meeting rooms throughout the building, the rooms will be set up to maintain a distance of approximately 3 feet between participants if possible.
- Being aware of surroundings, such as hallways, restrooms, common areas, etc. can help reduce risks – staff and guests are encouraged to use the 3 feet less than 15 minute rule of thumb.

Food and Beverage:

- The café area is available with plenty of room to spread out. There is also space and seating on the outdoor patio. One may prefer to eat at their desk, seat, or on the outside patio while maintaining adequate social distancing; 3 feet less than 15 minute rule of thumb.
- For meals provided on site during events, boxed selections or buffet style set up implementing approximately spacing and the use of gloves/servers are recommended.
- Wipes will be kept nearby all food stations with common use - coffee pots, vending machines, microwave ovens, etc.

Sanitation:

- The CDC continues to strongly encourage frequent cleaning of all commonly touched surfaces.
- Custodial staff will maintain increased cleaning/sanitizing of office spaces including offices, cubicle spaces, work rooms, meeting rooms, restrooms, reception area, and café.
- Staff are encouraged to “declutter” spaces to assist the cleaning/sanitizing process.
- Hand sanitizer and sanitizer/disinfectant and towels are placed throughout the building. If you are in need of something, let Chad Rex or Larry Davis know.

- A fogger/sprayer is utilized regularly in the main office and the IEC campus for thorough disinfecting.
- Commonly touched surfaces like door pulls, handles, electronic devices, sinks and toilets will be cleaned frequently.
- Central core conference space will be thoroughly cleaned and disinfected immediately after each event/use.

Handwashing:

- Staff must wash and sanitize hands to prevent spread.
- Wash hands often with soap and water for at least 20 seconds or to use hand sanitizer with at least 60% alcohol if soap and water are not available. Avoid touching eyes, nose, and mouth with unwashed hands.
- Wash hands:
 - When visibly dirty
 - Before and after work shifts
 - Before and after breaks
 - After blowing nose, coughing, or sneezing
 - After using the restroom
 - Before eating or preparing food
 - After putting on, touching, or removing cloth face covering

State COVID Information:

Comprehensive resources: <https://coronavirus.ohio.gov/wps/portal/gov/covid-19/home>

Potential Closures:

- There may be times when shutdowns or closures are implemented based on local, state or federal directives.
- NwOESC Staff will be communicated with in a timely manner as to expectations during potential closures.
- Essential staff may be directed to work remotely, to report to the office, or a combination.
- Remote work may be applicable for select NwOESC staff based on position responsibilities, and is to be authorized by the Superintendent or the CFO/Treasurer for Business Office Staff per Staff Handbook.