Webster Parish Schools
Guidelines for Phase II
Starting Monday, June 8, 2020

Safety Protocols To Be Used By All Employees

1. Meetings may be held at 50% capacity of the room with continued social distancing practices – 6 feet apart and masks ARE TO BE WORN AT ALL TIMES.

2. Members of each department will have their temperatures checked daily and recorded by the department designee. Individuals with temperatures of 100.4 will be asked to return home and follow the guidance we all signed at the beginning of Phase I. Please email temperature readings to ursula.hullaby@websterpsb.org daily.

3. Per Mr. Rowland, our work hours are 7:30 a.m. – 4:00 p.m., Monday – Thursday. All appointments should be made between 8:00 a.m. – 12:00 p.m. After this time, call or email the school or Central Office to schedule an appointment.

4. Employees with positive COVID-19 diagnosis or possible exposure to COVID-19 should adhere to the following:
   a. Stay home.
   b. Notify the supervisor of confirmed diagnosis.
   c. Get medical clearance to return to work.
   d. Contact Mr. Rowland or your immediate supervisor if needed.

5. Practice good hygiene. Wash hands frequently for 20 seconds or sanitize with 60-90% alcohol.

6. Please have desks clutter-free to allow for cleaning.
Visitors

A health care provider will be present to check and record temperatures. Individuals with a temperature of 100.4 will not be granted admittance.

ALL VISITORS MUST WEAR A MASK.

Custodial Staff Procedures

1. Continue to follow the daily cleaning checklist.

2. Disinfect and inspect all bathrooms every hour.

3. Disinfect High-Touch surfaces multiple times per day.

4. Clean desks and highly used horizontal surfaces daily.

5. Thoroughly spray Vital Oxide each morning and upon leaving the premises.