

NCK Tech COVID-19 Exposure Prevention, Preparedness, and Response Plan for Education Institutions

The purpose of this plan is to outline the steps that every faculty, staff, and student should take to reduce the risk of exposure to COVID-19. The plan describes how to prevent student and staff exposure to coronavirus, protective measures to be taken in common areas, office spaces, and in the classroom. It will also outline personal protective equipment and work practice controls to be used, cleaning and disinfecting procedures, and what to do if a staff member or student becomes sick.

NCK Tech takes the health and safety of our employees very seriously. With the spread of the coronavirus or “COVID-19,” a respiratory disease caused by the SARS-CoV-2 virus, we all must remain vigilant in mitigating the outbreak. This is particularly true for technical education and ensuring students get hands on experiences while at NCK Tech. In order to be safe and maintain operations, we have developed this COVID-19 Exposure Prevention, Preparedness, and Response Plan to be implemented throughout all College facilities. We have also identified a team of employees to monitor available U.S. Center for Disease Control and Prevention (“CDC”), Kansas Department of Education (KSDE) and our County Health Department for additional information.

This plan is based on currently available information from federal, state, and local officials and is subject to change based on further information provided by these officials. The college may also amend this plan based on operational needs.

Responsibilities of Deans and Vice Presidents

All Deans and VP's must be familiar with this plan and be ready to answer questions from employees. As leaders, Deans and VP's must set a good example by following this plan at all times. This involves practicing good personal hygiene and school building safety practices to prevent the spread of the virus. Deans and VP's must encourage this same behavior from all employees.

Responsibilities of Faculty, Staff, and Students

We are asking every one of our employees and students to help with our prevention efforts while at the College. In order to minimize the spread of COVID-19 at our facilities, we all must do our part. As set forth below, the College has instituted various housekeeping, social distancing, and other best practices at our facilities. All employees must follow these. In addition, employees are expected to report to their direct supervisor if they are experiencing signs or symptoms of COVID-19, as described below. If you have a specific question about this Plan or COVID-19, please ask

your direct supervisor. If they cannot answer the question, please contact **Eric Burks, President, at (785)738-9057**

Local, state, and federal health officials have provided the following control and preventative guidance to all faculty, staff, and students regardless of exposure risk:

- Whenever possible social distance by maintaining a personal separation of at least six (6) feet apart.
- All faculty, staff, and students are required to wear appropriate masks, per the NCK Tech mask protocol. Reusable masks will be provided to faculty and staff members by the College for this purpose. As available, disposable masks will also be provided if needed.
- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Avoid close contact with people who are sick.

In addition, employees and students must familiarize themselves with the symptoms of COVID-19:

Fever or chills
Cough
Shortness of breath or difficulty breathing
Fatigue
Muscle or body aches
Headache
New loss of taste or smell
Sore throat
Congestion or runny nose
Nausea or vomiting
Diarrhea

If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, DO NOT GO TO WORK and call your healthcare provider right away. Likewise, if you come into close contact with someone showing these symptoms, call your healthcare provider right away.

Facility Protective Measures

The College has instituted the following protective measures at all NCK Tech facilities.

A. General Safety Policies and Rules

- Any employee/student/visitor showing symptoms of COVID-19 will be asked to leave the facility and return home.
- Employees must avoid physical contact with others and direct employees/students and visitors to increase personal space to at least six (6) feet. Where office spaces are used, only necessary employees should enter the space and all employees should maintain social distance while inside the office.
- To the extent possible, meetings will be conducted by telephone or in a virtual platform.
- The College understands that due to the nature of our work, access to running water for hand washing may be impracticable in all classrooms. In these situations, the College will provide, if available, alcohol-based hand sanitizers and/or wipes.
- Employees and students should limit the use of shared supplies, devices and equipment. To the extent equipment must be shared, the College will provide alcohol-based wipes and cleaning solution to clean equipment before and after use.
- The College may divide students/employees into groups where possible so that teaching can continue effectively in the event that one of the divided teams is required to quarantine.
- Employees are encouraged to minimize ride-sharing. While in vehicle, employees must ensure adequate ventilation and wear an appropriate mask or face covering.
- In lieu of using a common source of drinking water, such as drinking fountains, employees should use individual water bottles.

B. Employees regarding classrooms

- All instructors and staff in classroom settings are required to wear appropriate masks. As available, reusable masks will be provided to staff members by the College for this purpose.
- When employees perform educational activities within classrooms that present unique hazards with regards to COVID-19 exposures; all such staff members should evaluate the specific hazards when determining best practices related to COVID-19.
- Employees must sanitize the work areas upon arrival, throughout the workday, and immediately before departure. The College will provide appropriate disinfectant for use.

- Employees should ask other occupants to keep a personal distance of six (6) feet at a minimum whenever possible. Faculty and students should wash or sanitize hands frequently, at least immediately before and after each class session.

C. *Building Visitors*

- The number of visitors to the schools, including the offices, will be limited to only those necessary for school business.
- All visitors will be required to wear masks in all NCK Tech facilities.
- All visitors will be screened in advance of arriving in the offices, if possible. If the visitor answers “yes” to any of the following questions, he/she should not be permitted to access the buildings:
 - Has anyone in the home traveled within the last 14 days to/from a state or country identified as a hot spot?
 - Has anyone in the home been exposed to an individual diagnosed with COVID-19?
 - Is anyone in the home showing signs or symptoms of illness?

Facility Cleaning and Disinfecting

The College has instituted regular housekeeping practices, which includes cleaning and disinfecting frequently used supplies, devices and equipment, and other elements of the work environment, where possible. Employees should regularly do the same in their assigned work areas.

- Classrooms and break/cafeteria areas will be cleaned regularly throughout the day. It is the duty of all employees to ensure that all surfaces get disinfected after each use. Employees performing cleaning will be issued proper personal protective equipment (“PPE”), such as nitrile, latex, or vinyl gloves and approved masks.
- Any trash collected from college facilities must be changed frequently by someone wearing nitrile, latex, or vinyl gloves.
- While maintenance staff will assist in cleaning, it is the responsibility of everyone to help disinfect between classes and activities.
- Vehicles and all equipment/tools should be cleaned after each use.
- The College will ensure that any disinfection shall be conducted using one of the following:

- Common EPA-registered household disinfectant
 - Alcohol solution with at least 60% alcohol
-

COVID-19 Exposure Situations

- **Employee or Student Exhibiting COVID-19 Symptoms**

If an employee or student exhibits COVID-19 symptoms, the employee must remain at home until the following conditions are met:

- 10 calendar days have passed since symptoms first appeared and
 - Fever free for 72 hours without the use of fever reducing medicine and symptoms have improved
 - Whichever criteria is longer. Meaning, a minimum of 10 days
 - Employees exhibiting symptoms will be asked to go home. If pre-approved by their administrative supervisor, the employee may work remotely. Otherwise the employee will need to use their sick, or discretionary leave.
 - Students exhibiting symptoms are expected to inform their instructors of their absence and make arrangements for continuous learning.
- If symptoms continue longer than 24 hours, please consult your doctor or local health department. To the extent practical, employees and students are required to obtain clearance from a medical professional to return to the college.

- **Employee or Student Tests Positive for COVID-19**

An employee or student that tests positive for COVID-19 will be directed to self-quarantine away from the College.

- Symptomatic cases may return if the following are met:
 - *10 calendar days have passed since symptoms first appeared AND
 - *Fever free for 72 hours without the use of fever reducing medicine and other symptoms have improved
 - *Whichever criteria is longer. Meaning, a minimum of 10 days
- Asymptomatic cases may return if the following conditions are met:
 - *10 calendar days have passed since the date sample was collected AND
 - *Symptoms have not developed
 - *If symptoms develop during the 10-day isolation period, then follow the same criteria for symptomatic cases with the new isolation period starting with the day symptoms started.
- If an employee wishes to qualify for leave under the “Families First Coronavirus Response Act”, the employee must complete the “Emergency Paid Sick Leave Request Form” This form

must be submitted within 48 hours to the VP of Finance and Operations, Brandi Zimmer, bzimmer@ncktc.edu or 785-738-9056.

-If an employee qualifies for leave under the “Families First Coronavirus Response Act”, leave may be granted up to 2 weeks or 80 hours per calendar year, so long as the act is in effect.

Employees or students that test positive and have been hospitalized may return to school when directed to do so by their medical care provider. The College will require an employee or students to provide documentation clearing their return to work or college.

- **Close Contact to a COVID case or travel from the KDHE quarantine list**

A person is considered a close contact if they were within 6 feet of a positive individual for 10 minutes or more or if they had exposure to secretions (being coughed or sneezed on). Employees, students, or visitors identified as close contacts of a COVID-19 case by County Health Professionals must quarantine for 14 days.

If an employee student, or visitor has traveled from a location on the KDHE travel-related quarantine list, they also must be quarantined for 14 days.

A negative test result within the 14-day quarantine period does not affect the quarantine period and the person must finish their 14-day quarantine.

Unless an employee qualifies for the Family First Coronavirus Response Act (FFCRA) leave, they are expected to utilize their sick leave for quarantine or isolation periods. If an employee has exhausted their sick leave and FFCRA leave and cannot work remotely, access to the sick leave bank may be considered to enable the employee to stay at home and reduce the spread of COVID-19. More information about FFCRA can be found at:

https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA_Poster_WH1422_Non-Federal.pdf

Confidentiality/Privacy

Except for circumstances in which the College is legally required to report occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed of an employee’s condition will be kept at the minimum needed not only to comply with legally-required reporting, but also to assure proper care of the employee and to detect situations where the potential for transmission may increase. The College reserves the right to inform other employees that a co-worker (without disclosing the person’s name) has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health.

General Questions

Given the fast-developing nature of the COVID-19 outbreak, the College may modify this Plan on a case by case basis. If you have any questions concerning this Plan, please contact **Eric Burks, President.**

COVID-19 Checklist for Students and Employees

Know the Symptoms of COVID-19

- Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
-
- If you develop symptoms, DO NOT GO TO WORK OR SCHOOL and call your health-care provider immediately. Do the same thing if you come into close contact with someone showing these symptoms.

College Responsibilities

- Develop a COVID-19 Exposure Action Plan.
- As available, the College will provide reusable or disposable masks to employees and students.
- Conduct meetings remotely when feasible, otherwise instruct employees, students, and visitors to maintain 6-feet between each other.
- Restrict large gathers as advised by state and local officials.
- Access to the college facilities will be limited to only those necessary.
- Employees, students, and visitors will be pre-screened to ensure they are not exhibiting symptoms.
- Employees, students, and visitors will be asked to leave the college and return home if they are presenting symptoms.
- As available, provide hand sanitizer and disinfectants on site.

Provide protective equipment (PPE) to any employees assigned cleaning/disinfecting tasks.

- Talk with community partners about response plans. Share best practices with other businesses in the community.

Employee, Student, and Visitor Responsibilities

- Become familiar with the Exposure Action Plan and follow all elements of the Plan.
- Whenever possible social distance by maintaining a personal separation of at least six (6) feet apart.
- Employees, students, and visitors are required to wear masks and utilize appropriate PPE.
- Practice good hygiene: wash hands with soap and water for at least 20 seconds. If soap and water are not available, use alcohol-based hand rub with at least 60% alcohol. Avoid touching your face, eyes, food, etc.
- Employees, students, and visitors should leave the college and return home if they are presenting symptoms or directed to self-quarantine.
- To answer honestly the screening questions regarding potential infection or exposure to COVID-19.
- Employees, students, and visitors are encouraged to communicate with college officials if diagnosed with COVID-19.

Cleaning/Disinfecting Job Sites and Other Protective Measures

- Clean and disinfect frequently used devices and equipment on a regular basis. This includes other elements of the College where possible. Employees should regularly do the same in their respective work areas.
- Clean shared spaces such as classrooms and break/lunchrooms at least once per day.
- Disinfect shared surfaces (door handles, copiers, light switches etc.) on a regular basis.
- Avoid sharing devices and equipment with others. If not, disinfect before and after each use.
- Trash must be changed frequently by someone wearing gloves.

COVID-19 FAQ

What is COVID-19?

The novel coronavirus, COVID-19 is one of seven types of known human coronaviruses. COVID-19, like the MERS and SARS coronaviruses, likely evolved from a virus previously found in animals. The remaining known coronaviruses cause a significant percentage of colds in adults and children, and these are not a serious threat for otherwise healthy adults.

Patients with confirmed COVID-19 infection have reportedly had mild to severe respiratory illness with symptoms such as fever, cough, and shortness of breath.

According to the U.S. Department of Health and Human Services/Centers for Disease Control and Prevention (“CDC”), Chinese authorities identified an outbreak caused by a novel—or new—coronavirus. The virus can cause mild to severe respiratory illness. The outbreak began in Wuhan,

Hubei Province, China, and has spread to a growing number of other countries—including the United States.

How is COVID-19 Spread?

COVID-19, like other viruses, can spread between people. Infected people can spread COVID-19 through their respiratory secretions, especially when they cough or sneeze. According to the CDC, spread from person-to-person is most likely among close contacts (about 6 feet). Person-to-person spread is thought to occur mainly *via* respiratory droplets produced when an infected person coughs or sneezes, like how influenza and other respiratory pathogens spread. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. It is currently unclear if a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes.

In assessing potential hazards, employers should consider whether their workers may encounter someone infected with COVID-19 in the course of their duties. Employers should also determine if workers could be exposed to environments (e.g., worksites) or materials (e.g., laboratory samples, waste) contaminated with the virus.

Depending on the setting, school officials may also rely on identification of sick individuals who have signs, symptoms, and/or a history of travel to COVID-19-affected areas that indicate potential infection with the virus, in order to help identify exposure risks for employees and students and implement appropriate control measures.

There is much more to learn about the transmissibility, severity, and other features associated with COVID-19, and investigations are ongoing.

The Families First Coronavirus Response Act (FFCRA)

Does the Act cover colleges?

Yes. Under the terms of the Act, “Covered Employer” includes any public agency that employs at least 1 person. Private businesses are exempt if they employ more than 500 people, but that rule does not apply to public school Colleges, who are considered “covered employers” and are bound by the Act.

When does the Act take effect? When does it expire?

It became effective 15 days after signing, or April 1, 2020. It expires December 31, 2020.

What conditions make an employee qualified for leave?

1. The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a healthcare provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.

4. The employee is caring for an individual who is subject to an order as described in subparagraph (1) or has been advised as described in paragraph (2).
5. The employee is caring for his or her son or daughter if the school or place of care of the son or daughter has been closed, or the childcare provider of the son or daughter is unavailable, due to COVID-19 precautions.
6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretary of the Treasury and the Secretary of Labor.

What employees are eligible?

- Employees who meet one of the six conditions, above, are eligible for emergency paid sick leave (two weeks of paid leave) regardless of their tenure as an employee.
- Any employee who has been employed for 30 days is eligible for expanded FMLA leave (up to 12 weeks, total, of paid leave) under reason 5, above. The FMLA's usual 12-month, 1,250-hours worked requirement does not apply to employees taking expanded family leave due to the virus emergency.

What rights apply to an employee on leave for COVID-19 reasons?

1. The Emergency Paid Sick Leave Act requires employers to provide up to 80 hours of paid sick leave to an employee who is *unable* to work or telework for any of the reasons stated above.
2. The Act requires employers to provide part-time employees paid sick leave equal to the number of hours, on average, that they work over a two-week period if they are *unable to work or telework* for any of the reasons stated above.
3. If leave is solely due to the need to care for a son or daughter because a school or day care has closed, employees are entitled to take up to 12 weeks combined of Emergency Paid Sick Leave (2 weeks) and Expanded Family and Medical Leave (10 additional weeks). The employee may use the paid sick leave provided by the FFCRA or employer-provided leave for the first two weeks. If the employee opts to use neither the FFCRA-provided paid sick leave or employer-provided leave, the first two weeks of leave under justification number 5 may be unpaid leave.

Does the amount of leave available to an employee depend on the reason for taking leave?

Yes. The Emergency Paid Sick Leave and Expanded Family and Medical Leave are only available for the six reasons stated above. Employees are entitled to two weeks of paid leave under the Emergency Paid Sick Leave Act for conditions 1 through 4 and 6. Employees are entitled to up to 12 weeks of combined paid leave under the Emergency Paid Sick Leave Act and the Expanded Family and Medical Leave Act for leave taken under condition 5. Employees on leave under FMLA for other reasons are not entitled to convert their leave to FFCRA leave unless they qualify under one of the six definitions.

If an employee is able to telework, can the employee take Emergency Paid Leave?

To the extent the employer has duties for an employee, and the employee is able to complete those duties through work or telework, Emergency Paid Sick Leave and Expanded Family and Medical Leave are not available to the employee.

Is leave provided under the FFCRA in addition to leave already available under the Family Medical Leave Act? Or is it deducted from employee's FMLA allotment?

- The two weeks paid leave available under the Emergency Paid Sick Leave Act must be provided even if the employee has exhausted FMLA leave for the year.
- Additional FMLA leave is NOT provided for those opting to take up to 10 additional weeks to care for children whose schools have closed or whose daycare providers are unavailable due to the emergency (condition 5, above). Leave taken for this reason would be deducted from the employee's allotment of up to 12 workweeks of leave available under the FMLA during the current 12-month period. If an employee has already taken 12 workweeks of leave under FMLA, the employee may take two weeks of emergency sick leave for reasons 1 through 3, but may not take additional expanded family and medical leave.

Can employees be required to use accrued sick leave before taking the two weeks of paid leave under FFCRA?

No. Employers must allow immediate use of the leave provided under FFCRA for any qualifying reason and may not require employees to exhaust other accrued leave before being entitled to leave under the Act.

Do employees receive full pay when on leave due to the pandemic?

The amount of pay employees on leave will receive depends upon the reason for taking leave.

- For reasons 1-3, employees receive their regular rate of pay, up to \$511 per day or \$5,110 aggregate over the two weeks.
- For reasons 4 and 6, employees receive two-thirds of their regular rate, up to \$200 per day or \$2,000 aggregate over the two weeks.
- For reason 5, employees may (but are not required to) take the emergency paid sick leave for the first two weeks at two-thirds of their regular rate of pay, not to exceed \$200 per day. Beginning with the third week, the employee would be on expanded family and medical leave for up to ten additional weeks. During this time, the employee is entitled to receive two-thirds of regular pay, up to \$200 per day. In no case is any employee taking leave under reason 5 entitled to more than \$12,000, in aggregate, if they take a full 12 weeks of leave.

How is pay calculated for hourly employees who work varying schedules?

Employers must calculate the average number of hours that the employee was scheduled over a 6-month period ending on the date paid sick leave is taken, including hours for which the employee took leave of any type.

Do employees automatically qualify for leave if their children's school has been closed or daycare is unavailable due to the pandemic?

Not necessarily. The Emergency Family and Medical Leave Expansion Act defines a “qualifying need related to a public health emergency” to mean “the employee is unable to work (or telework) due to a need for leave to care for the son or daughter under 18 years of age of such employee if the school or place of care has been closed, or the child care provider of such son or daughter is unavailable, due to a public health crisis.” This definition gives employers some latitude to require employees to show that the leave is based on a “need for leave to care for a son or daughter.” The age and maturity of the children, as well as whether the employee can reasonably be expected to complete assigned duties through telework, should be taken into consideration.

Can Employees use the expanded sick leave intermittently while teleworking?

Yes. If an employee is able to telework, but unable to keep a normal schedule, then the employer and employee can agree to use leave granted under the FFCRA in intermittent increments.

Can Employees take paid sick leave intermittently while working at their usual worksite?

Generally, no. For reasons 1 through 4 and 6, leave cannot be taken intermittently. This is because employees taking leave under those provisions are either sick, possibly sick, or possibly being exposed to others who are sick and would increase the risk of spreading the virus to others in the workplace. For reason 5, those who are taking leave solely for the purpose of caring for their child or children whose schools are closed or whose daycare is unavailable due to the emergency may take leave intermittently if the employer agrees.

Is an employee entitled to take expanded FMLA leave to care for grandchildren whose schools are closed or whose daycare is unavailable due to the COVID-19 emergency?

No. Expanded FMLA is available only to those who need to take leave to care for a “son or daughter,” which the Act defines as the employee’s own child, including biological, adopted or foster children, stepchildren, legal wards or a child for whom the employee stands in loco parentis. “Son or daughter” is also an adult son or daughter who is 18 years of age or older who (1) has a mental or physical disability, and (2) is incapable of self-care because of that disability.

What notice is required of employees?

FMLA requires employees to give as much notice to the employer “as is practicable.” Evidence of the need for leave may be required. After the first day of paid leave, an employer may require the employee to follow reasonable notice procedures in order to continue receiving the paid sick leave.

Are jobs protected for those taking leave under the Act?

Yes. These are temporary amendments to the Family and Medical Leave Act, but the requirement that an employer make reasonable efforts to restore an employee returning from FMLA leave to the same or an equivalent position when he or she is able to return to work applies, as usual. Additionally, the Act prohibits disciplining or discharging any employee for taking leave under the Act.

Are employers obligated to continue providing health coverage to those who take paid sick leave or expanded family and medical leave?

Employees on paid sick leave or expanded family medical leave are entitled to continued group health coverage on the same terms as if they continued to work.

Can employees use employer-provided sick leave concurrently with leave provided under the FFCRA?

Employees cannot take employer-provided leave simultaneously with leave provided under the FFCRA unless the employer agrees to permit it. Employers may (but are not required to) permit employees to expend accrued sick or vacation leave to supplement the two-thirds of regular wages allotment under the Act to allow employees to be paid their normal earnings.

Are employers required to provide notice of these rights?

Yes. Employers must post a notice of FFCRA rights in a conspicuous place on their premises. Since access to school facilities is limited, school employers must also make the information available through other means reasonably calculated to ensure that employees are informed of their rights under the Act. Employers should email employees with a copy of the notice or directions to locate it on College websites.

Where can I get a copy of the required notice?

The poster is available in English at

<https://governor.kansas.gov/wp-content/uploads/2020/03/EO-20-07-Executed.pdf>

and in Spanish at

<https://governor.kansas.gov/wp-content/uploads/2020/03/EO-20-07-Executed.pdf>.

The U.S. Department of Labor is expected to provide the notice in other languages, as well.

COVID-19 Prevention and School Practice Controls:

Student/Staff Responsibilities

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Avoid touching your eyes, nose, or mouth with unwashed hands.

- Avoid close contact with people who are sick.
- Employees or Students who have symptoms (i.e., fever, cough, or shortness of breath) should notify their school and stay home—DO NOT GO TO SCHOOL.
- Sick employees should follow [CDC-recommended steps](#). (CDC, 2020a) Employees should not return to work until the criteria to [discontinue home isolation](#) (CDC, 2020b) are met, in consultation with healthcare providers and state and local health departments.

General Site / Office Practices

- Clean AND disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection. To disinfect, use [products that meet EPA's criteria for use against SARS-CoV-2external icon](#), (US EPA, 2020) the cause of COVID-19, and are appropriate for the surface.
- Avoid using other employees', or students' phones, desks, offices, and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Clean and disinfect frequently used equipment on a regular basis.
 - This includes other elements of the classroom where possible.
 - Employees should regularly do the same in their assigned learning spaces.
- Disinfect shared surfaces (door handles, devices, etc.) on a regular basis.
- Avoid sharing equipment with co-workers if it can be avoided. If not, disinfect before and after each use.
- Any trash must be changed frequently by someone wearing gloves.