9/18/20
Hello Valued TUSD Staff,
As we return to our offices starting Monday, 9/21, the following protocols have been established in order to maximize employee safety:

**Staff:**

- **Everyone is required to wear a mask or face covering** while on TUSD property when in the presence of other people.
- **Face shields DO NOT take the place of a face covering per the CDC.**
- Everyone will **enter through the front door of the building or designated entrance.** Some buildings may have more than one entrance. All other building doors will be locked.
- Upon arrival, **go to the designated area of your building to take your temperature, review the 5 Health/Safety questions and sign the Covid 19 Symptom Attestation form.**
- If you use the timeclock, please do that next. Be aware you will need to agree to the attestation questions in this system also. If possible, clock in on your computer.
- Please follow all posted signage, when walking in hallways please stay to the right, wear your face covering, wash or sanitize your hands often, stay physically distanced whenever possible.
- Masks/Face coverings will be worn in all common areas.
- If you are at your desk and physically distanced from others, you may remove your face covering. If someone enters your work space, don your face covering.
- The 1010 cafeteria will remain closed at this time.
- One person is allowed in the 1010 mail room at a time.
- All conference rooms will remain closed.
- Please minimize traffic and physical contact within the buildings by utilizing Zoom, phone contact and emails whenever possible.
If you have not done so already, please complete the Mandatory COVID Safety training in True North Logic. This must be completed before returning to the building.

- #15416 Health COVID-19 Training: Infection Control and Disease Prevention in the Workplace – 20 min. video
- #15444 Surface Cleaning Using Vindicator Disinfectant – 3 min. video
- #15445 Cleaning Chemicals and Hand Sanitizers: Personal Use at TUSD Training - 3 min. video

**Visitors:**

- Visitors will be admitted to all buildings by appointment.
  - Departments will be responsible for managing their own appointments.
- Masks will be required for visitors to enter the building.
  - Both buildings will have extra masks available for those who need entrance and do not have one.
- Anyone entering the building is required to have their temperature checked and sign a Covid 19 Symptom Attestation Form.
- Please inform your visitor that only necessary participants will be allowed in the building.
- Once visitors complete the sign-in process, they will be asked to wait in the 1010 Governing Board Room.
- The Receptionist or School Safety Officer will contact the department that the visitor is there to see and department staff will come out to either meet with them in the Board Room or escort them back to a department area.
- All visitors must be escorted back out to the front door when business is concluded.
- Departments are responsible for cleaning their own areas after visitors leave.
  - High touch points in the buildings will be managed hourly by custodial staff.
  - Welcome kits can be requested from Tracy in Operations and include extra masks, hand sanitizer, gloves, etc.
Reminders:

- If you are not feeling well, please stay home.
- If you are concerned you have been exposed to COVID, please go get a FREE test. Testing locations are listed here: [http://www.tusd1.org/COVID-19](http://www.tusd1.org/COVID-19)
- If you test positive for COVID, please contact your supervisor and Health Services [healthservices@tusd1.org](mailto:healthservices@tusd1.org) immediately.

If you have any questions, please contact HR at (520) 225-6035.