

## **Lompoc Unified School District Employee Social Distancing Protocols**

The Governor of the State of California designates the Lompoc Unified School District as an essential service. The District continues to provide the essential service of educating its students utilizing a blended remote learning model. Campuses and district facilities are closed to the students but remain open to LUSD staff that support the remote learning objectives. The Education Center remains open to the public by-appointment only.

In accordance with the recent Health Order No. 2020-8 issued by the Santa Barbara County Public Health Department, the District shall enforce the following Social Distancing Protocols at all LUSD facilities. These Protocols shall be effective beginning at 7:00 am on May 11, 2020 and shall remain in force until otherwise ordered by the Santa Barbara County Public Health Department.

**\*\*If you have a cough or a fever, do not report to work \*\***

**\*\*\*Masks should be worn at all times. The only exception is when you are in a private office, alone and the door is closed\*\*\***

### ***Elementary, BFCDS, MHS & LASCC Site Offices,***

- There shall be no more than three (3) individuals in the main office at any given time, including staff.
- If there are three (3) individuals in the office, form a line outside the front door of the main office and wait to be admitted.
- Maintain 6 feet of distance from the person in front of you while standing in line. Note the markings on the sidewalk for approximate distances.
- While in the office, maintain six feet of distance between all individuals in the office.
- Avoid physical contact and do not shake hands.
- If you have to sneeze or cough, do so into your elbow.
- The office shall have hand sanitizer available for District guests and District staff.
- Please utilize the hand sanitizer before conducting business with a District staff member.

### ***Secondary (LVMS, LHS, VMS, CHS) Site Offices***

- There shall be no more than six (6) individuals in the main office at any given time, including staff.
- If there are six (6) individuals in the office, form a line outside the front door of the main office and wait to be admitted.
- Maintain 6 feet of distance from the person in front of you while standing in line. Note the markings on the sidewalk for approximate distances.
- While in the office, maintain six feet of distance between all individuals in the office.
- Avoid physical contact and do not shake hands.
- If you have to sneeze or cough, do so into your elbow.
- The office shall have hand sanitizer available for District guests and District staff.
- Please utilize the hand sanitizer before conducting business with a District staff member.

### ***Education Center Department Offices;***

Please email or phone the department when possible. If it is impractical to e-mail documents, they may be mailed via USPS or placed in the appropriate mailbox in the mailroom. If you must visit a district department, please observe the following:

- Maintain six feet of distance between all individuals in the office.
- Avoid physical contact and do not shake hands.
- If you have to sneeze or cough, do so into your elbow.

### ***Staff Workrooms***

The staff workrooms are open to members of the LUSD Staff **ONLY**. No member of the public shall be permitted into the staff workroom.

- Only two (2) District staff members are permitted in the workroom at any given time.
- In the workroom, individuals shall maintain a minimum of six feet distance at all times.
- Staff will sanitize their hands before AND after conducting business in the staff workroom.
- Avoid physical contact and do not shake hands.
- If you have to sneeze or cough, do so into your elbow.

### ***Classrooms***

Classrooms are not open to the public. They are open for the exclusive use of the Certificated Teachers and the Instructional Aides. Other District employees and support staff may access the classrooms as needed to communicate with Certificated Teachers/Instructional Aides, deliver materials, make repairs and for routine cleaning.

- There shall be no more than four (4) individuals in a classroom at any given time.
- When entering the classrooms, all staff must maintain a distance of a minimum of six (6) feet
- Certificated Teachers and Instructional Aides are encouraged to communicate with parents and students via the Zoom platform.
- No meetings with parents or children are permitted in the classroom.
- Avoid physical contact and do not shake hands.
- If you have to sneeze or cough, do so into your elbow.

### ***Cleaning of District Facilities***

The District's custodial staff is regularly cleaning all District spaces that are in use. Offices, workrooms and occupied classrooms are being cleaned and disinfected daily. Areas that are occupied or have high usage shall have readily available disinfectant, paper towels and hand sanitizer.