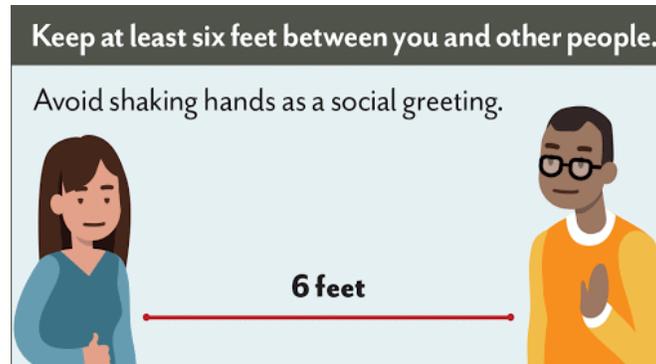




## Loudoun County Public Schools COVID-19 Prevention – Social Distancing Guidelines

Social distancing strategies increase the space between individuals and decrease the frequency of contact among individuals to reduce the risk of spreading a disease. According to the Centers for Disease Control and Prevention (CDC), keeping individuals at least 6 feet apart is ideal based on what is known about COVID-19. If this is not feasible, efforts should be made to keep individuals as far apart as is practical. Feasibility of strategies will depend on the space available in the shared area and the number of individuals sharing or working within the same space.



### All LCPS employees are expected to practice and remind others to:

- Increase distance between shared work space. Hold your arms straight out at your sides to determine your personal space.
- Limit work groups to 10 individuals or less and keep at least 6 feet apart.
- When possible, avoid more than 1 person in the elevator at a time.
- Practice and enforce social distancing with colleagues and visitors by keeping space between yourself and others. Actively monitor and ask colleagues to stay 6 feet apart if feasible.
- Practice and enforce social distancing when physically greeting others and avoid physical contact. (eg: fist bumps, handshakes, hugs, etc.)

### All LCPS employees are expected to practice preventive measures:

- Stay home if you are sick. Individuals with symptoms of illness will be sent home.
- Wash hands frequently with soap and water for at least 20 seconds.
  - If soap and water is not available use hand sanitizer which should be rubbed on hands until dry, about 20 seconds.
- Practice cough etiquette.
  - Cough or sneeze into your elbow or tissues.
  - If you cough into tissues throw them in the trash and wash your hands immediately.
- Refrain from talking over documents, equipment, or food items that will be distributed to others.
- Clean all frequently touched surfaces routinely (daily) with approved LCPS disinfectants.

# **Loudoun County Public Schools**

## **COVID-19 Prevention – Social Distancing Guidelines**

### **Guidelines for Food Service Preparation:**

- Limit the number of workgroup participants to 10 individuals.
- Maintain a 6-foot space between individuals.
  - Staff working side-by-side should spread their arms straight out to the side and move far enough apart to keep their fingers from touching.
  - Staff should not be directly across from one another when staff are working on both sides of a table.
  - Increase the number of work surfaces used to help maintain the required 6-foot space between individuals.
  - When handing off boxes or other items from one individual to another, do not hand the item over directly. Instead, place the item on a table or counter, step back and allow the other individual to pick up the item.
  - When taking turns at the sink, make sure you leave 6 feet between you and the individual in front of you while you wait your turn.
- Do not talk over the food you are preparing.

### **Guidelines for Food Delivery:**

- Maintain the 6-foot distance between staff and family members when families are picking up food.
- Remind individuals waiting their turn for food pick-up to maintain the 6-foot space between one another.
- When handing a food item to a family member, place it on the table in front of you, step back and allow the family member to step forward to pick up the item.

### **Guidelines for DDI - Hotspot Chromebook Delivery:**

- Maintain the 6-foot distance between staff and family members when delivering Chromebooks.
- Remind individuals waiting their turn for Chromebook pick-up to maintain the 6-foot space between one another.
- When handing a Chromebook to a family member, place it on the table in front of you, step back and allow the family member to step forward to pick up the item.

**Thank you in advance for demonstrating community care by implementing the above prevention measures.**