

La Porte County School Corporation Technology Department Covid 19 Plan

Department: Technology

Personal Protection Equipment

- Staff will be encouraged to wear protective masks as much as reasonably possible throughout the day
- Guests will be asked to wear masks when entering areas where students and staff are located.
- Masks will be available for staff.

Social Distancing:

- When feasible staff will stay six feet apart during breaks, lunches, meetings.
- Staff and student gatherings will be kept to a minimum and distancing will be planned.
- Whenever possible, large professional development training will be pre-recorded or through an online delivery method.
- Trouble tickets will be attempted first by remote methods, if the issue requires physical intervention then protocols in relation to sanitation and social distancing will be used in interacting with others and equipment.

COVID-19 Screening

- Staff will take a personal survey before reporting to work each day.
- Building guests will be screened for Coronavirus symptoms and exposure

- Staff will be formally excluded where applicable
- Visitors to schools will be screened for coronavirus exposure and asked to wear a mask.

Cleaning/Disinfecting

- Facilities will be cleaned daily by trained staff.
- Staff will use approved COVID cleaning supplies to disinfect.
- When able, staff will not share equipment or supplies.
- Equipment will be wiped down after each use.
- Water fountains will be out of service and off limits.
- Staff will be identifying practices that reduce student touching of common surfaces.
- Staff will be supplied with hand sanitizer and wipes.
- Facility use by outside groups will be limited.
- An approved spray sanitizer may be sprayed on a clean cloth to clean electronic devices when needing to service said device.

Professional Development

- Staff will be trained on attendance procedures for calling off
- Staff will be trained on screening themselves and students for Corona virus symptoms/exposure.
- Staff will reinforce accepted personal hygiene practices developed by the CDC and health department.
- Posters reinforcing Covid hygiene practices will be displayed in prominent areas for staff
- Families First Coronavirus Response Act posters will be displayed in staff workrooms