



To: OCS Staff

From: Riccardo Stoeckicht, Campus Operations Officer

Date: August 12, 2020

Re: OCS Building COVID-19 Guidelines

To ensure the safety of our School community, effective August 17, 2020, Odyssey Charter School will implement the following COVID-19 building guidelines. All individuals on campus (staff, vendors, PTO, parents, and others) are required to adhere to these safety precautions.

- All individuals are to utilize the one approved entry and exit point in each building (20, 21, 22, 23).
  - The main entry and exit will be marked with signage on the doors (doors closest to each building's administrative office.)
  - Each entrance will have a sign-in sheet, a laminated screening questionnaire, a non-contact forehead thermometer, a container of sanitizing wipes and a hand sanitizer.
- Prior to entering the building, each individual must:
  - Review the screening questionnaire and must answer "no" to all items on the screening questionnaire. If any question receives a "yes" answer we kindly request the individual to leave the school.
  - Use the thermometer to measure, and present a temperature below 100.4°F.
  - Sign in using the sheet provided.
  - Sanitize the thermometer and sign-in pen, using the provided sanitizing wipes.
  - When exiting the building, individuals must sign out, confirm building location(s) they were in, and again sanitize all items touched.
- Until further notice, during the school year, all employees must follow the above procedure, using their ID badge and door access card to enter the building.
- All individuals that do not have year-round building access (parents, contractors, authorized vendors, other visitors, and 10-month staff when applicable, etc.) must schedule a specific time with a member of the OCS Senior Leadership Team or Administrative Office team member at each building, to enter the building.
  - Summer care for the OCS communal Green Team initiatives can continue to take place without the need to enter the buildings. Should building access be required, permission must be obtained and arranged through Senior Leadership ahead of time, and all COVID-19 guidelines followed, including proper social distancing and sanitation measures.
- Individuals must wear facemasks at all times inside any OCS buildings when interacting with others. Facemasks may be removed when alone in an office or classroom.
- Individuals must maintain proper social distance of 6 feet, as suggested by the CDC.
- Hand hygiene must occur frequently. Hand sanitizers will be available at the entrance of each building.



- Designated bathrooms will be marked for use to ensure regular cleaning can occur based on the schedule of the staff, state and/or school guidelines.
- Water fountain bottle filling capability can be utilized.
- Use of water stations, water fountains, coffee machines, and all other “communal” areas are prohibited in accordance with CDC recommendations.

These guidelines can be updated at any time by the Business Office, pursuant to changes in federal and state COVID-19 guidelines, and/or with consultation of the school’s facilities and nursing staff, and review/approval by the Campus Operations Officer.