

## Safety Policies and Guidelines for Port View Preparatory

Try to always maintain 6 feet distance when possible.

Face mask must be worn at all times.

Common areas (I.E. staff lounge, lobby and copy room, etc.) need to follow the posted room capacity guidelines for Covid.

Staff working with students that have challenging behaviors (I.E. frequent SIB's, outburst, etc.) need to wear a face mask AND face shield at all times.

Classroom pods need to always stick to classroom schedule. If staff need to leave the pod at any time, please remember to sanitize the area you were in. (I.E. taking student to use the restroom, staff need to sanitize bathroom before leaving).

After a challenging behavior/outburst, the area(s) that the challenging behavior/outburst occurred in need to be sanitized. This can be done by staff, in the same classroom/area, that are available to assist. Nurses or Admin can assist with sanitizing if available.

For staff that move between classrooms/areas:

- Sanitize/wash hands before entering a classroom/area and then again when leaving.
- Wear face shield, face mask, and gloves when going into a new classroom.
- Sanitize any supplies used in the classroom before taking them to another classroom/area and in between students.
- Make sure to change gloves anytime you are working with a different student and try to sanitize your hands, or if possible, wash your hands between students.
- Make sure to sanitize face shield when going into a new classroom/area.

Thank you for all your help and cooperation in doing your best and keeping our school as safe as possible for you and our students,  
Nurse Michelle And Nurse Rachael