



# PPE GUIDANCE

The following guidelines are to assist Schools and other APS locations in understanding what Personal Protective Equipment (PPE) will be issued to them for use by students and staff. Each School and other APS will be issued the below-referenced PPE items prior to the physical return to School/on-site working location. It is expected that managers will ensure that PPE is properly stored and kept in a locked space to ensure PPE is not being misused.

It is important to note that you **MAY NOT** order your own PPE (items mentioned herein). These items must be obtained through the Warehouse. This is to ensure that:

- The distribution of PPE items is fair and equitable throughout the district
- CARES Act funding is being used for the purchase of PPE and that School budgets are being spent on education-related expenses
- Items being purchased are safe and appropriate for use by our students and staff

## **PPE DELIVERY**

- Initial order quantities will be determined by Procurement with the assistance of the Health Services and Human Resources
- Delivery of PPE will be done in 3 Phases:
  - **Phase 1 (delivered by August 3<sup>rd</sup> and/or August 14<sup>th</sup>)**  
Items needed to supply Schools and locations for Pre-Planning and/or Runway week will be delivered by the appropriate date (August 3 and/or August 14). Non-consumable items such as thermometers will be deducted from each School/location's Phase 2 allotment (for example, if your School will be issued 5 thermometers when students are back in the building full time, but we give you 3 for Runway week, you will be given the remaining 2 on Phase 2)
  - **Phase 2**  
Schools and other APS locations will be provided with their outstanding allotment of PPE items by the Warehouse at least 1 week prior to the physical return to schools and/or offices
  - **Phase 3**  
As Schools and other APS location use their consumable items (disposable masks, gloves, hand sanitizer) replenishment stock can be requested through AiM and will be delivered by the Warehouse

## **PPE ITEMS TO BE PROVIDED BY THE DISTRICT**

### **Plexiglas Banners**

- Will be installed at all public-facing locations prior to Runway Week (by August 14<sup>th</sup>)



# PPE GUIDANCE

## Cloth masks per staff/student

- 2 cloth masks will be provided to each School and division per student/staff member
- To be distributed by management on Day 1 or on the day the staff returns to their physical location
- Management will be responsible for logging distribution (who it was given to and on what date)
- For students, cloth masks will be given to teachers to be distributed in their first period or homeroom class (or per a process to be determined by the Principal)

## Disposable Masks

- Approximately 20 disposable masks per staff/student will be supplied to management
- Disposable masks will be held by department management or School Nurse to be used in cases where masks are forgotten, soiled or damaged
- They are to be given out **one at a time on an as-needed basis**
- Managers/School Nurse are responsible for the inventory of disposable masks and should work to ensure that they are not given away inappropriately.
- No log is necessary

## Thermometers

- Each School/APS location will be issued enough thermometers to have a 1 per 100 person ration
- The School Nurse will oversee the daily distribution and collection of thermometers
- Each office building will determine a temperature-taking station and send the information to the Health Services Office for approval
- Temperature monitoring processes are as follows:
  - Temperature will be assessed daily by assigned Nurse *or designee (principal must provide names of designated staff to School Nurse for training and check off)*
  - Individuals with a temperature of 100.4° or with other COVID-like symptoms will not be allowed to work or volunteer and must quarantine for 14 days per guidelines
  - Individuals who have been in contact with a known COVID-19 case must quarantine for 14 days per guidelines
  - Temperature logs (as provided by Health Service) with symptom and exposure history will be maintained with adhere to confidentiality and privacy
  - Name and contact information of individuals who present as symptomatic or self-disclose exposure to a known COVID-19 case will be reported to Health Service immediately for case management



## PPE GUIDANCE

- A copy of all Screening logs will be submitted to Health Services on a weekly basis. Please email all screening logs to: HealthServices@atlanta.k12.ga.us
- Screening logs with symptomatic or exposed individuals must be submitted promptly and noted in the subject line of the email.

### Hand Sanitizer

- The district will provide hand sanitizer for building entrances, classroom and common space (cafeteria/media center/office)
- Wall-mounted units will be installed in classrooms before in-person learning resumes
- Wall-mounted units have been installed by time clocks in all other APS locations
- Wall-mounted units will be replenished by janitorial staff as needed
- If an area needs a gallon jug (is not already identified) request through AiM
- PLEASE do not throw away the “pump” for gallon size jugs, those are intended for reuse and are available on a limited basis.

### Miscellaneous PPE (Each School and department may be issued additional PPE)

- Face shields
  - Will be issued to School Nurses, Staff assigned to isolation room and staff who work with special consideration populations
  - One face shield will be provided to those designated above.
  - Will be replaced if compromised or not available for some reason
- Gowns
  - Will be available for School Nurses and anyone assigned to isolation rooms\*
  - Will be issued to others on an as-needed basis if approved by Health Services or their designee
- Gloves
  - Will be issued to School Nurses and Staff assigned to isolation rooms\*
  - Will be issued to others on an as-needed basis if approved by Health Services or their designee

### **BUS PROCEDURES**

- Drivers will be issued cloth masks and face shields at prior to Runway Week to use all year
- Gloves- drivers will be given several pairs daily for use as needed
- Hand Sanitizer will be provided for each bus



# PPE GUIDANCE

## **CLEANING SUPPLIES**

- The janitorial staff will continue with daily overnight cleanings of all offices and Schools (high touch areas will be cleaned throughout the day)
- Individual (desks/cubicles) areas will be sanitized overnight; however, these areas can be cleaned by the individual throughout the day
- Spray bottles of the cleaning solution per floor/building and paper towels will be available for individual use throughout the day
- Individual classrooms will be provided with spray cleaner to be used throughout the day

## **STANDARD PRACTICES**

- Wear face masks
- Maintain physical distance (minimum 6 feet)
- Wash and sanitize your hands frequently

## **COVID RELATED SIGNAGE**

- The District will provide each School/location with a banner (on a stand) to be posted at the main entrance to the School/building along with appropriate posters
- Additional signage will be sent out to all Schools and divisions to print and post as directed
- It is imperative that you use the district approve signage. Do not make up your own!