



Engage | Learn | Improve

The School District of Menomonee Falls takes your health, and the health of family members, fellow employees and students very seriously. We will continue to monitor health information and guidelines and the information contained herein is subject to change as new information and guidelines become available. Menomonee Falls Schools expects all employees to follow these workplace safety guidelines each day in order to protect the health and wellbeing of all those who enter our buildings.

Daily Self-Screening

| COVID-19 Self-Screening | |
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| Within the last 24 hours the individual has experienced: | |
| At least ONE of the following symptoms above their baseline: | At least TWO of the following symptoms above their baseline: |
| <ul style="list-style-type: none"> • Persistent Cough • Shortness of breath • Difficulty breathing • New loss of Taste or Smell | <ul style="list-style-type: none"> • Fever, or chills or rigors • Muscle Aches • Headache • Sore throat • Fatigue • Congestion or runny nose • Nausea or vomiting • Diarrhea |

If a staff member falls into either of the above categories, they should contact their healthcare provider for further guidance prior to entering a school site or school transportation. Please notify the COVID Response Team via email at covid-sdmf@sdmfschools.org if you suspect your symptoms are COVID-19 related.

Feeling Sick at Work

If you become sick at work with any of COVID-19 related symptoms as outlined above, please put on a face covering and notify your direct supervisor that you have need to leave to go home due to possible COVID illness. Please contact your healthcare provider for further guidance and notify the COVID Response Team via email at covid-sdmf@sdmfschools.org if you suspect your symptoms are COVID-19 related.

Face Coverings

- Masks are optional for all staff and students, however, it is recommended that if a student or staff member is not fully vaccinated they wear a mask while on school property.

Handwashing and Personal Hygiene

- In addition to common expectations for hand washing after bathroom use and before eating, employees should wash hands to the extent reasonable before entering the building and following each new interaction with a person or group of people.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Wash hand or use hand sanitizer before and after using the time clocks and any other common touchpoints (copy machines, hand railings, kitchen area, door handles)

Social Distancing Requirements

- All staff and students will practice physical distancing whenever feasible within the school day.
- Contact will be limited between cohorts of students if cohorts are in place.

Common Areas

- It is recommended that employees eat their lunch and take breaks within their own space (office, classroom, etc) when feasible.
- When possible meetings shall be held in open, well-ventilated spaces, with social distancing between participants.
- Common touch points will be cleaned more frequently by our facilities staff.

Cleanliness of Work Spaces

- Employees should wipe down their work spaces (i.e. desks, computers) at the end of each day using products provided by the District.
- Employees should frequently wipe down any shared equipment prior to each use.
- The District will provide wipes or disinfecting products, hand sanitizer and tissues throughout the buildings and near common work spaces.
- The District will ensure regular deep cleaning and sanitizing of its buildings on a daily basis and common areas and touchpoints will be cleaned more frequently.

Interpersonal Expectations

- Be respectful of colleagues that may have differing views on the situation.
- Share kindly and respectfully with your colleagues concerns around safety protocols if you feel uncomfortable.
- Report any concerns related to safety or well-being directly to your supervisor.
- Utilize the District's [Employee Assistance Program](#) and other resources to support your wellbeing.

Alternative Work Arrangements

- In the event medical or religious reasons prevent an employee from being able to perform their essential job functions, an employee shall contact Human Resources to determine alternative arrangements and/or accommodations.

Failure to comply with the District's safety protocols and policies may result in disciplinary action, up to and including termination from employment.