



Fairfield City Schools
Office of the Superintendent
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Fairfield, Alabama 35064

Dr. Regina D. Thompson
Superintendent
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June 1, 2020

Re: FAIRFIELD CITY SCHOOLS (FCS) EMPLOYEE COVID-19 BUILDING GUIDELINES

Greetings,

FCS will phase-in a reopening work schedule beginning June 1, 2020 with modifications and restrictions. Employees may contact their supervisor for flexibility on their schedule, and your immediate supervisor will consider any special requests, i.e. screens, PPE supplies. The work schedule is traditional summer hours (See summer hour's document). We will clean the building daily, but we will conduct a deep cleaning on Fridays. The Governor will address additional guidelines on or before July 5, so we are taking it one month at a time. The ALSDE will provide reopening guidelines on June 19, 2020.

PROCEDURES FOR REPORTING TO WORK

- **If you have been around someone who has tested positive for COVID19 or who has symptoms of COVID 19, please do not come to work. Report this to your supervisor.**
- **Monitor yourself for COVID 19 symptoms, and *do not come to work if you are sick or have tested positive for COVID 19.* . Report this to your supervisor.**
- **Special leave is in place for employees to use if you have tested positive for COVID19 or will be taking care of a family member who has tested positive for COVID 19. If you or a family member have tested positive for COVID 19, please report to Dr. Regina Thompson, Superintendent.**

PROCEDURES AT WORK

- Take your own temperature each day before reporting to the office. If you have a temperature of 100 degrees or higher, stay home and report the temperature to your supervisor.
- Masks will be required to enter/exit the building as well as any time you cannot maintain a 6 foot social distance. Please provide your own masks.
- Maintain a 6 foot physical distance from all co-workers in department offices as well as hallways.
- If you cannot maintain a 6 foot physical distance, masks must be worn
- Use hand sanitizer when you enter the building and anytime you enter/exit your office
- Clean your work space (desktop, mouse, keyboard, door handles, etc.) when you arrive and before you leave each day. Cleaning supplies will be provided to you.

- Wipe down all shared office equipment you use such as the copy machine, paper cutters, shredders, desk phones, etc.
- Only 1 person in the group bathrooms at a time
- Wash your hands regularly, use hand sanitizer and avoid touching your face.
- Maintain at least 6 feet of physical distance from other individuals whenever possible (even if you are wearing a face covering).
- In-person meetings shall be minimal. Short meetings may be conducted as long as 6 feet of physical distancing is maintained. Utilize Zoom as much as possible to meet with co-workers.
- Use of the shared areas, such as the kitchen, shall be limited to one person at a time. *Note that water fountains and coffee makers will not be available for use.*
- Non-essential visitors or family members are not allowed during this time. Essential visitors must follow our visitor protocols.
- All business travel must be approved by the Superintendent.

We look forward to a time when we can ease these restrictions, but for now, we must follow them to keep everyone safe and healthy. These guidelines may change at any time upon release of additional directives by the Governor, Jefferson County Health Department, Alabama Department of Public Health or Alabama State Department of Education.

We expect additional information to be released before July 6, 2020 and by June 19, 2020.

Stay safe, wear your mask, wash your hands, use hand sanitizer, and social distance as we reopen.

Educationally,

A handwritten signature in blue ink that reads "Regina D. Thompson, Ed.D." The signature is written in a cursive style.

Regina D. Thompson, Ed.D.
Superintendent of Fairfield City Schools