



Face Coverings

In order to help lessen the spread of COVID-19, all students, parents/guardians, staff, and visitors must wear a cloth face while in campus buildings and on campus grounds. In addition, students and staff must wear masks while on buses or district transportation vehicles which transport more than one person.

Specifically:

- A cloth face covering may not protect the wearer, but it may keep the wearer from spreading the germ to others.
- If a cloth face covering is worn by both people encountering each other, the likelihood of spreading

the infection is further reduced.

- The preferred face covering is a cloth face mask (multi-layer). Masks must cover the nose and mouth, going under the chin, without gaps around the sides.
- Per the CDC, when selecting or sewing a cloth face mask, make sure it is made of two layers of tightly woven cotton, such as quilting fabric or cotton sheets. T-shirt fabric will work in a pinch. As with any fabric, it is less protective if it becomes wet. **Make sure to wear a mask that is cleaned often and dry.** Launder cloth face coverings using hot water and soap. The mask may be dried at high heat or it may be air dried.
- Cloth face masks must be freshly washed daily or rotated in a 3 day cycle.
- 5 masks will be provided to all students and staff upon return to on campus learning.
- It is recommended that staff provide their own masks to ensure proper fit.
- Face coverings are not required for individuals who:
 - Cannot tolerate a face covering due to any medical, behavioral condition or disability (including, but not limited to, any person who has trouble breathing, or is unconscious or incapacitated, or is otherwise unable to put on or remove the face covering without assistance)
 - Cannot remove the mask by themselves
 - Are actively eating or drinking
 - Are strenuously exercising
 - Are under the age of 5
 - Seeking to communicate with someone who is hearing-impaired in a way that requires the mouth to be visible
 - Giving a speech for a broadcast or to an audience
 - Working from home or is in a personal vehicle
 - Temporarily removing his or her face covering to secure government or medical services or for identification purposes
 - Would be at risk from wearing a face covering at work, as determined by local, state, or federal regulations or workplace safety guidelines
 - Has found that his or her face coverings is impeding visibility to operate

- equipment or a vehicle; or
- Is a child whose parent, guardian, or responsible person has been unable to place the face covering safely on the child's face
- Parents/guardians should contact their school nurse or EC facilitator if they have concerns that their child cannot wear a face mask. Staff should consult with Human Resources. Individual circumstances will be taken into consideration along with applying the most stringent public health prevention measure possible. Safety of all is our highest priority; this is for the student's safety, and for the safety of others around him. **A doctor's note is required for those who cannot wear a mask. Virtual Academy may be recommended for the safety of the child.**
- Bandanas, tie-on fabrics, other coverings with gaps or those that are thinly layered are not allowable alternatives as they do not meet the CDC guidelines for a face covering.
- Disposable masks (adult and pediatric sizes) will be available at the front office.
- All students and staff will be taught best practices for:
 - putting on and taking off face coverings
 - respiratory etiquette (how to safely cover a cough or sneeze)
 - not touching the face
- Students and staff must wear masks inside and outside unless eating, taking a physically distanced mask break or alone in an office/classroom, or not within 6 feet of another person outside.
- Mask breaks: Mask breaks will be done outside and/or when 6 feet separation from others can be assured.
- Masks shall be stored in a manner to protect from contamination after being taken off.
- Students and staff will be provided with a break away lanyard and water resistant, zippered pouch to safely store masks while taking a mask break, eating or drinking.
- Students and staff should have an extra clean mask in a zip-lock sealed bag available on campus.

How to Put On and Remove a Cloth Mask:

To Put on a Mask:

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily

To Take Off a Mask:

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together (fold dirty/outside part inward)

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- Place covering in the washing machine or zip lock baggie until you get home
- Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing.

Use this CDC link for a visual on how to remove a mask: [How to Take Off a Mask](#)

Hand Hygiene

Handwashing with soap and water remains the most effective way of eliminating germs. When there is no access to soap and water, hand sanitizer with at least 60% alcohol may be used.

Teachers will instruct students on how to wash their hands properly using the following steps:

- Step 1: Wet hands with safe running water
- Step 2: Apply enough soap to cover wet hands
- Step 3: Scrub all surfaces of the hands – including backs of hands, between fingers and under nails – for at least 20 seconds
- Step 4: Rinse thoroughly with running water
- Step 5: Dry hands with a clean, dry cloth, single-use towel or hand drier as available

[Handwashing Steps Video](#)

Staff will encourage frequent hand hygiene especially

- before and after eating;
- after blowing nose, coughing, or sneezing;
- after going to the bathroom,
- after touching potentially contaminated surfaces
- whenever hands are visibly dirty (hand should be washed with soap and water in this case).

If soap and water are not readily available, use an alcohol-based hand-sanitizer that contains at least 60% alcohol. You can tell if the sanitizer contains at least 60% alcohol by looking at the product label.

Hand sanitizers kill germs on hands but do not remove them. While sanitizers can quickly reduce the number of germs on hands in many situations, they:

- Do **not** get rid of all types of germs *
- May not be as effective when hands are visibly dirty or greasy
- Might not remove harmful chemicals from hands like pesticides and heavy metals

***NOTE:** Hand sanitizers DO NOT kill norovirus. Washing hands with soap and water is the best defense against norovirus.

Teachers will instruct students on how to use hand sanitizer:

- Apply the gel product to the palm of one hand (read the label to learn the correct amount).
- Rub your hands together.
- Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

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Note: students will be monitored by staff when using hand sanitizer:

- Supervise use of hand sanitizer by students.
- Ensure that children with skin reactions and contraindications to hand sanitizer use soap and water. Notify the school nurse of this condition.
- Reinforce handwashing during key times such as: Before, during and after preparing food; Before eating food; After using the toilet; After blowing your nose, coughing or sneezing; After touching objects with bare hands which have been handled by other individuals.

Administrators will ensure:

- Promotion and demonstration of regular hand washing and positive hygiene behaviors
- Adequate and clean bathrooms
- Soap and water is available in bathrooms and other sink areas

- Hand sanitizer located at handwashing stations such as: classrooms, and near entrances and exits of buildings and hallways

- Bathrooms and classrooms will be stocked with adequate supplies for hand hygiene