



### **Vision**

Providing Quality Services | Building Valued Partnerships

### **Mission**

Our mission is to provide quality services and build valued partnerships through:

- specialized services
- innovative programs
- responsiveness
- collaboration

## **NwOESC Main Office Restart Guidelines**

Effective June 15, 2020 the NwOESC office resumed on-site staff operations in the main facility at 205 Nolan Parkway, Archbold, OH. Although the office has remained closed to the general public since March 16, 2020, NwOESC has been committed to providing essential services to support education of our service region's students and to the needs of our partner districts.

Questions can be communicated directly to Kerri Weir, Superintendent, at [KWeir@nwoesc.org](mailto:KWeir@nwoesc.org).

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## **Safety Protocols**

### **Staff:**

Staff are required to perform a health assessment/temperature check PRIOR to reporting to work daily.

- Please take your temperature before leaving your house. If your temperature is 100.4 F or higher, do not come into the office.
- If you have a fever or other symptoms, please follow the decision tree and/or consult with your health care provider if unsure.  
<http://www.williamscountyhealth.org/wp-content/uploads/2020/04/Decision-Tree-for-People-with-COVID-19-Symptoms.pdf>
- If you (or a family member) have tested positive for COVID-19, notify your supervisor immediately, and follow the CDC guidelines and recommendations of your healthcare professional.
- A temperature scanner will be available at the front desk should you need it upon entrance or throughout the work day.

## Visitors:

Individuals who are not staff are to enter the NwOESC/NWOCA facility at the main entrance.

- e. No guests/family – only visitors with an educational purpose shall be in our facility until we open to the public.
- f. Some services require appointments, such as background checks and ParaPro testing. Please call the NwOESC Business Office for more information.
- g. Clear signage will be posted related to COVID, symptoms, requirements and protocol prior to entering the main area.
- h. Visitors will sign in and out of the building.
- i. Upon entrance, visitors will complete a temperature scan. If temperature is NOT normal, the visitor will be asked to leave and come back at a later time.

## Additional Information

### Face Coverings:

- Face coverings are recommended and may be required at times as ordered by state and/or local mandates (Governor's orders, County Alert Levels, etc.). During these times, all staff, visitors and guests are required to wear a face covering in the facility (which includes the NwOESC wing, NWOCA wing, and central core): unless exclusions apply.
- Disposable face masks will be available for visitors and guests. Staff have been provided several types of face coverings and can also wear a covering of their choice.
- If building staff are working solely in their work space/cubicle space they may work without a mask as long as a 6 foot distance with others is maintained.
- If building staff are in small group meetings in a contained space, they may work without a mask as long as a 6 foot distance with others is maintained.

### Social Distancing:

- Within the building central core conference space, meetings will be set up to maintain a distance of approximately **6 feet** from others.
- Whenever possible, it's advised to eliminate the need for staff, visitors and guests to work in partners or groups.
- Being aware of your surroundings, such as hallways, restrooms, common areas, etc. can help reduce risks – **always use the 6 feet social distance measure as your guide.**
- Because we've had such a great practice utilizing Zoom, we will continue to offer virtual meetings/seminars in addition to in-person opportunities.

### Food and Beverage:

- If you plan to eat lunch onsite, the café area is available with plenty of room to spread out. One may prefer to eat at their desk, seat, or on the outside patio while maintaining adequate social distancing.
- No shared condiments will be allowed.
- If food is stored in the coolers, it must be labeled as to who it belongs to and stored

with separation.

- An ice and water machine in the café area is available for dispensing into personal water bottles or cups (cups not provided). Water fountains are not available for use at this time.

### **Sanitation:**

- The CDC continues to strongly encourage frequent cleaning of all commonly touched surfaces.
- Custodial staff will implement increased cleaning/sanitizing of office spaces including offices, cubicle spaces, work rooms, meeting rooms, restrooms, reception area, and café.
- Staff are encouraged to “declutter” spaces to assist the cleaning/sanitizing process.
- Hand sanitizer and sanitizer/disinfectant and towels are placed throughout the building. If you are in need of something, let Chad Rex or Larry Davis know.
- A fogger/sprayer will be utilized regularly in the main office for thorough disinfecting.

### **Use and disinfection of high-traffic areas:**

- Commonly touched surfaces like door pulls, handles, electronic devices, sinks and toilets will require frequent disinfection.
- High use zones within the buildings will be assessed to limit gathering size or will potentially close if cleaning and disinfection frequency cannot control the spread.

### **Communication/Signage:**

- Guidelines shall be posted throughout the facility regarding protocol, requirements, and directives.
- Directional signage shall be visible throughout the central core conference space.

### **Handwashing:**

- Staff must wash and sanitize hands to prevent spread.
  - Wash hands often with soap and water for at least 20 seconds or to use hand sanitizer with at least 60% alcohol if soap and water are not available. Avoid touching eyes, nose, and mouth with unwashed hands.
  - Wash hands:
    - When visibly dirty
    - Before and after work shifts
    - Before and after breaks
    - After blowing nose, coughing, or sneezing
    - After using the restroom
    - Before eating or preparing food
    - After putting on, touching, or removing cloth face covering

### **State COVID Information:**

- Comprehensive resources: <https://coronavirus.ohio.gov/wps/portal/gov/covid-19/home>
- **Travel Advisories** - Those entering Ohio after travel to states reporting positive testing rates of 15% or higher for COVID-19 are advised to self-quarantine for 14 days.
  - Updated each Wednesday
  - <https://coronavirus.ohio.gov/wps/portal/gov/covid-19/families-and-individuals/COVID-19-Travel-Advisory/COVID-19-Travel-Advisory>

- **The Public Health Advisory Alert System** is a color-coded system designed to supplement existing statewide orders through a data-driven framework to assess the degree of the virus' spread and to engage and empower individuals, businesses, communities, local governments, and others in their response and actions.
  - **Updated each Thursday**
  - <https://coronavirus.ohio.gov/wps/portal/gov/covid-19/public-health-advisory-system/public-health-advisory-system>
    - **LEVEL 1 - YELLOW**
      - Active exposure and spread
      - Follow all current health orders
    - **LEVEL 2 - ORANGE**
      - Increased exposure and spread
      - Exercise high degree of caution
      - Follow all current health orders
    - **LEVEL 3 - RED**
      - Very high exposure and spread
      - Limit activities as much as possible
      - Follow all current health orders
    - **LEVEL 4 - PURPLE**
      - Severe exposure and spread
      - Only leave home for supplies and services
      - Follow all current health orders

#### **Potential Closures:**

- There may be times when shutdowns or closures are implemented based on state or local directives.
- NwOESC Staff will be communicated with in a timely manner as to expectations during potential closures.
- Essential staff may be directed to work remotely, to report to the office, or a combination.
- Work from home for NwOESC staff is to be authorized by the Superintendent or the CFO/Treasurer for Business Office Staff.
- Staff may be required to log/document time and activities during these periods.
- Decisions about shutdowns or closures may be aligned to:
  - Governor or State Health Director Orders
  - County Alert Levels in collaboration with Local Health Department (Fulton County for Main Office)

## **Operating Protocols for Events**

- All in-person professional development and/or meetings will be set-up to provide a minimum of 6' in social distancing subject to any large gathering restrictions.
- Capacity limits for meetings/seminars have been calculated and are available from Ashleigh Repp or Chad Rex.
- Many meetings/seminars will also be offered virtually through Zoom or another platform.
- Use cough and sneeze etiquette and proper hand hygiene throughout the day
  - Cover your mouth and nose with a tissue; dispose of tissue immediately and wash your hands
  - If you don't have a tissue, cough or sneeze in your elbow, not your hands
- Disposable facemasks, gloves, hand sanitizer and sanitizer/disinfectant and towels are available if needed by event participants.
- Catering for Events
  - Food and beverage service (if applicable) may be provided via individual packaging with use of disposable cups, plates and utensils. No shareable condiments or self-serve buffets.
  - NwOESC staff shall always wear masks and gloves if assisting to provide food and beverage service.
  - Individual boxed meals or food trucks may be provided for events to allow for food safety and social distancing.
  - Food and beverage will not be multi-serve (i.e. pitchers, carafe, buffet style).
  - Bottled water is available for event use. An ice and water machine in the café area is available for dispensing into personal water bottles or cups (cups not provided). Water fountains are not available for use at this time.
  - Guests and visitors must maintain a minimum of 6' in social distancing during breaks and are encouraged to sit at different tables utilizing the entire NwOESC/NWOCA central core conference space when applicable.
- Sanitizing stations will be available throughout the NwOESC/NWOCA central core conference space.
  - Maintenance staff will focus on reducing touch points and increasing cleaning
    - Wipe door handles or rest room doors at least four times a day when holding an event
    - Sanitizer/Disinfectant and towels available near the restrooms, desks, workstations, high-contact surfaces
    - Staff are encouraged to keep surfaces clear of clutter to enable frequent disinfecting
- Central core conference space will be thoroughly cleaned and disinfected immediately after each event/use.
- Sign in/sign out protocols are in place to document those visiting the NwOESC/NWOCA central core conference space including name, date and purpose of the visit. Those entering should assess their health and complete a temperature scan.