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WHARTON INDEPENDENT SCHOOL DISTRICT  
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Greetings Tigers,

As we plan to safely return to work/school, I have drafted some "Operating Norms" for all campuses to follow. These norms were drafted with the intent to universalize the district in how we are to operate district facilities during these remaining days of the novel pandemic COVID-19. The following norms are listed below;

**Facility Norms:**

- \* All employees and visitors will be required to wear a face mask/covering while on-site; if you do not have one, a temporary one will be provided to you. Concerned Employees should consult with their immediate supervisor.
- \* Hand sanitizer will be made available at the front entrance of each building and throughout the school to practice good hand hygiene daily.
- \* Designated (Single Point) entrance and exit doors for staff and visitors will be identified at all offices and schools.
- \* All WISD staff members will logon to the district web and complete the local COVID-19 screener on or before Monday each week. (MANDATORY)
- \* Social distancing and limited workforce attendance will be implemented.
- \* Staff must comply with group size limitations (Stage 1 is No face to face meetings larger than 3 persons, Stage 2 is 7 persons; Stage 3 is 25 persons); virtual meetings are highly encouraged. In-person meetings will comply with social distancing expectations. STAGE 1 (8/3/2020)
- \* Designated staff will be identified for on-site and telework schedules. Accommodations for continued telework will be made for employees in high-risk categories. Employee requests should be directed to the Executive Director of Human Resources in writing and other requests should be directed to the Assistant Supt. of your respective campus.
- \* Posted work hours and schedules are subject to review and adjustment.

- \* Employees who are not feeling well should not report to work and have the responsibility of communicating with the District Nursing Coordinator, immediate supervisor & Executive Director of Human Resources.\
- \* Any employee who tests positive for COVID-19 must receive a negative COVID-19 test result before they may return to work.
- \* At this time, all WISD facilities are closed to visitors. Parents are encouraged to have teacher/ campus administration visits virtually. Parents may request an appointment to schools and offices by appointment only 3 days before the expected meeting date.
- \* Hand Washing/sanitizing is required every 2 hours. (Self-accountability)
- \* Signs will be posted in highly visible locations (e.g., school entrances, restrooms) that promote protective measures.
- \* Physical guides such as tape on floors or walls will be used to ensure staff remains at least 6 feet apart at all times in the common areas.

Please note these norms are established as the minimum expectations of what should happen in and around the district and additional norms may be added as we continue to evaluate our protocols. As always, the safety of all staff and students will always be considered and held in the highest regard when collaborating in executive decisions.

Servant Leader,

S.B. Pierson  
Assistant Superintendent of Administration and Operations.