

## **Odem-Edroy Independent School District**

### **Facilities Access Protocol**

1. Staff request permission from supervisor to access the Odem-Edroy ISD buildings.
2. Supervisor grants/denies access.
3. If permission is granted, the employee will complete the *Attestation of Health Status Related to COVID-19* form (located on the Remote Work Resources webpage; HR site)
4. Employee may access the building using the main entrance **only**.
5. The employee's supervisor will complete an entry for the staff member in the Access to Odem-Edroy Independent School District Facilities tracking document (located in Google drive in the COVID-19 folder) prior to the employee arriving to OEISD premises.
6. Building management will verify approval using the Access tracking doc that the employee has permission to access the buildings.
7. Employee will submit the *Attestation of Health Status* form to building management principal or director upon entry.
8. Based on responses on Attestation of Health Status form and a temperature check, building management will determine if access will be granted.

\*Employees will have limited access to Odem-Edroy Independent School facilities. Their time in the building will be monitored and the number of employees allowed at a time will be kept under 10.