



COVID-19 PANDEMIC SAFE BUSINESS PRACTICES

TRADE SCHOOLS, COLLEGES & UNIVERSITIES



FACIAL COVERING

- Employees, students and guests must wear mask
- Do NOT put masks on babies and children under two
- Face covering required unless actively eating/drinking
- Mask required while walking and consuming food/drinks



CLEANLINESS & WELLNESS

- Follow hand sanitizer and hand washing protocols all day
- Regularly disinfected shared areas in classroom
- Provide disposable wipes to providers and staff
- Wipe down commonly used surfaces before use
- Check temperature for students entering the building
- Prohibit entry if student has COVID-19 symptoms
- Notify school if student, family or household member has been exposed to COVID-19
- Train staff on all safety protocols



SOCIAL DISTANCING

IN GROUPS

- Divide students into small groups/pods/cohorts
- Stagger arrival/dismissal time for students by group
- Use hybrid mix of virtual/in-class learning
- Limit mixing between student groups
- Limit movements of large groups in hallways/cafeterias
- Cluster lockers/cubbies near classroom

IN CLASSROOMS & COMMON SPACES

- Assign students to one classroom
- Move teachers between classrooms
- Maintain 6 feet distance between students and teacher
- Position classroom desks 6 feet apart
- Repurpose large areas as classrooms with smaller cohorts
- Clearly mark distancing requirements in shared hallways
- Establish traffic patterns for entrances/exit
- Rotate use of shared areas by different individuals/cohorts
- Prohibit all visitors from entering except in an emergency

FAQs

How do I report an unsafe practice or non-compliance?

Notify the Charles County Department of Health by calling 301-609-6717

What if my school receives a complaint or violation notice?

Complaints are investigated within 24 hours. Businesses must correct the violation within three days.

Who do I contact if I suspect possible exposure to the coronavirus?

Contact the Charles County COVID-19 Call Center at: 301-609-6717

What's the current Reopening Phase?

Phases are determined by county. You'll find updates posted at: harlescountymd.gov/services/health-and-human-services/covid-19



COMMUNICATE COMMITMENT

- Post compliance with CDC guidelines
- Display COVID-19 prevention signs
- Talk with students, parents, and staff
- Convey face covering requirements
- Assure that protocol is for comfort and safety

ADDITIONAL RESOURCES

Charles County Department of Health
charlescountyhealth.org

Maryland Department of Health
coronavirus.maryland.gov

Centers for Disease Control (CDC)
cdc.gov/coronavirus