

Memo

Date: May 7, 2020
To: AVSTA Employees
From: Morris Fuselier, CEO
RE: Agency Re-Entry Plan 2020-2021 School Year

Due to the recent COVID-19 pandemic our Agency will be making changes to the way in which we operate in order to protect the health and safety of our employees, students, and communities. Below you will find the following areas in which you will notice changes upon re-entry for the 2020-2021 school year.

Employee Health Safety:

- All employees will be required to wear a face mask/covering while on Agency property (NO EXCEPTIONS).
- Every employee will be provided with three (3) free washable face masks.
- Hand sanitizing dispensers will be placed at every entry and throughout the Agency. Please use these stations prior to touching doorknobs and touching surfaces.
- Due to gathering and social distancing requirements no loitering will be allowed in the parking lot or on the Agency premises when off of the clock.

Employee Break room Safety:

- No cooking, open food, group parties, or meal sharing will be allowed (NO EXCEPTIONS).
- All appliances other than the refrigerator and ice machine will be removed.
- To maintain social distancing requirements all couches, chairs, tables, and giveaway bins will be removed. This space will be utilized for classroom training.
- Tables and shade coverings will be outside for those to use (Only two people will be allowed per table to maintain proper distancing.).

Office Safety:

- Only one employee will be allowed to enter a Department office at a time to maintain the proper distancing requirements (You will notice retractable door barriers on open office doors.).
- 6ft marked areas will be utilized throughout the Agency (Time clock areas, front entrance, hallways, etc).
- No visitors will be allowed into the Agency (NO EXCEPTIONS).
- To decrease the transfer of paperwork, we will no longer place any documents including timesheets in mailboxes (A memo will be sent out from the Accounting Department with the new process.).

Bus Safety:

- Over the closure *every bus* was thoroughly cleaned and disinfected; therefore, every driver will be required to clean their buses upon return from their routes **DAILY (NO EXCEPTIONS)**.
- Bus inspections will be completed and those individuals who do not maintain the cleanliness standards of the Agency will receive documentation.

Please be advised this list does not include all changes and adjustments for re-start. Further email notifications will be sent by each Department. We understand that this is a very difficult and trying time for all and ask that everyone cooperate and follow the new Agency safety rules. Always remember that our priority is to protect our employees and safely transport our students. We appreciate your patience throughout our re-entry phase. As restrictions are lifted throughout the states and county, we will closely monitor requirements and make adjustments as necessary.

We look forward to coming back stronger and more efficient for our 2020-2021 school year!