

Verona Area School District

Hygiene Policy

The Verona Area School District is fully committed to safeguarding the health and safety of all employees and students. For this reason, effective immediately, all District employees, regardless of position or authority, must comply with the following personal hygiene policy:

- All employees are required to wash their hands frequently with soap and warm water, as outlined below.
- All employees shall follow proper cough and sneeze etiquette, as outlined below.

Handwashing Policy

Employees must wash their hands with soap and water for at least 20 seconds as frequently as possible, or use hand sanitizer. Employees should consider washing their hands:

- At the beginning of each work day
- Between classes
- When switching tasks
- After using the restroom
- After touching mask
- Before and after breaks
- After sneezing, coughing, or blowing nose
- When hands are visibly soiled, and
- Prior to leaving work.

Employees are responsible for replenishing or letting the person-in-charge know when handwashing supplies or hand sanitizer are low.

Cough and Sneeze Etiquette

The District will provide tissues for District employees, if feasible. To help stop the spread of germ employees should:

- Cover mouth and nose with a tissue when coughing or sneezing
- Throw used tissues in the trash
- If don't have a tissue, cough or sneeze into elbow, not hand
- Wash hands after coughing or sneezing