

Division Leadership Team  
Special Called Meeting

**November 20, 2020 – 3:00 p.m.**

Dr. Clemons reviewed proper protocol to follow when a staff member is experiencing any symptoms that may be COVID-19 related.

Any employee experiencing symptoms at home should not come to work. Administrators should provide the employee with GCPS Division Nurse Coordinator, Lisa Jones' contact information and advise the employee to call Mrs. Jones immediately to be screened. If an employee is at work experiencing symptoms, the employee should leave work, then call Mrs. Jones. If necessary, leave a message and wait for a response. Employees should not report to the school nurse to be screened. Employees should only need to see the school nurse in an emergency situation.

Staff should not be in physical distance of less than 6 feet with anyone for 15 minutes or more within a 24-hour period. Administrators need to constantly reiterate this message. In addition, masks need to be worn properly. They must cover the nose and mouth and if a face shield is worn, it needs to be worn with a mask.

These mitigation strategies are key to our success. In order to stay in school, staff and families need to follow protocols and be vigilant.

Adjourned – 3:27 p.m.