



Protocols for Re-entry into School Buildings

The MTA Environmental Health and Safety Committee has developed this document for local associations to use as a tool for re-entry into school buildings as districts end the current school year. It is recommended that local leadership work with the administration and the local Department of Health to devise plans that allow school employees to feel safe when they enter school buildings to retrieve personal belongings and close up classrooms.

- Re-entry into the school building should be optional. Alternative arrangements should be made if a school employee does not feel comfortable re-entering.
- Buildings should be cleaned and disinfected prior to school employees re-entering and after school employees have exited.
- Hand-washing stations should be available and fully stocked with soap and paper towels.
- School employees should practice social distancing while in the building. Masks, gloves and hand sanitizer should be provided by the district for use in the building. Trash receptacles should be provided for disposal of masks and gloves.
- There should be designated slots for school employees to sign up to re-enter buildings. Because there are wide ranges of building sizes and numbers of employees, local associations should provide input on days chosen and the duration of time slots.
- Entryways should be limited to as few designated access doors as possible. School employees should plan on exiting promptly and should not plan on having anyone accompany them.
- There should be no use of photocopiers or other typically shared office equipment during these time slots.
- School employees should not re-enter buildings if they feel ill.
- There should be no sharing of boxes or packing supplies. If employees cannot move boxes, arrangements should be made with the administration for assistance.
- Custodians should be on-site, but not in the same location as school employees in classrooms. Building administration should be on-site.