

# Franklin Township Community School Corporation

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Dr. Bruce A. Hibbard, Superintendent

**Board of Education:**

Dawn A. Downer  
Kelly L. Foulk  
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March 31, 2020

First and foremost, we want to maintain a safe workplace for staff and encourage the following practices protecting the health of staff, visitors and others. We ask all employees to cooperate in taking steps to reduce the transmission of communicable diseases, specifically COVID-19. As a reminder, employees should follow the practices below:

- Stay home if you are feeling sick.
- Wash your hands frequently with warm, soapy water for at least 20 seconds.
- Cover your mouth with tissues whenever you sneeze, and discard used tissues in the trash.
- Avoid people who are sick with respiratory symptoms.
- Clean frequently touched surfaces.

Franklin Township will provide alcohol-based hand sanitizers, gloves, and other personal protective equipment. Employees are encouraged to use telephone and video conferencing instead of face-to-face meetings as much as possible during this outbreak. IT support services are available to employees who need assistance with this technology.

It is critical that employees do not report to work while they are experiencing respiratory symptoms such as fever, cough, and shortness of breath, sore throat, runny or stuffy nose, body aches, headache, chills or fatigue. Currently, the district is following the Centers for Disease Control and Prevention recommendations. Attached is the information for your review.

Please contact the human resources department with any questions or concerns.

Thank you,

Jill Britt  
Director of Human Resources