

PUSD RETURN TO WORK SAFELY LEADER'S GUIDE

PUSD cares about the safety and well-being of all our employees. As COVID 19 has presented new challenges in our work environment, we provide this guidance to our leadership team so that actions and processes remain consistent across our organization, as well as compliant with employment law and district policies and procedures.

As HB2914 came to a close as of July 1, 2020, all PUSD employees will be phased back to work On-Site, while remaining compliant with social distancing guidelines. Until further notice, teaching will be done by distance learning. However, as we begin to bring some employees back to our sites these guidelines are provided to prepare for more staff being physically onsite. In order for all employees to work safely, all site and program leaders are required to implement, follow, and maintain practices in accordance with the following checklist:



Prepare and maintain the work environment for your employees:

- Ensure Social Distancing Signage/Posters are displayed throughout the work environment (Signage to follow).
- Ensure FFCRA Information is publicly posted in compliance with federal regulations.
- Establish a work schedule that enables your employees to maintain 6 feet apart while working. This may include staggered shifts and lunch/rest breaks, rotating weeks in the office and working remotely, moving workstations to increase separation distance, implementing one-way traffic patterns throughout the workplace.
- Define customer and/or visitor contact protocols such as directing customer traffic through the workplace, no handshake greetings, using video or telephone conferencing with customers, arrange for contactless pick up of materials. Consider taping the floor to indicate where people should stand, place visual reminders of social distancing expectations, install sneeze guards, etc.
- Identify a plan for people to move around the work space. This includes limitations of communal spaces, bathrooms, and tighter work spaces.
- Obtain hand sanitizer, wipes, and PPE (Maintenance to provide direction).

Prepare and continue to support your employees with social distancing behaviors:

- A mask must be worn by every individual not working alone.
- Employees are to maintain 6 feet or greater distance from one another.
- Employees must wear a mask if tasks assigned require employees to be within 6 ft and/or within 6 ft for more than 14-15 minutes of any other employee or stakeholder.
- Notify hourly workers that they may take their 30-minute lunch at their desk, but should log off their computer and place their phone on DND during this time. Employees may not gather in a break or lunch room.
- Help employees when they alert you to social distancing needs, including navigating peers or other supervisors who do not follow guidelines.

- Do not allow gatherings of your employees in groups of more than 14. Groups of 14 are still to maintain 6 ft distance and are required to wear a mask.

Prepare to guide and support your employees with COVID 19 needs:

- Review Employee Workplace Guidance on COVID 19.
- Send employees who show symptoms of illness home.
- Direct employees who have health conditions that may qualify them for FFCRA leave, ADA, or other HR related accommodations to Human Resources.
- Respect employees' privacy. Ensure confidentiality and remain compliant with the American Disabilities Act (employer may not disclose names of employees who have been diagnosed with COVID or are in the process of testing for COVID).
- Support HR with managing COVID 19 exposure processes.
- Direct employees to contact HR for reporting employee COVID 19 concerns

Actively managing COVID 19:

Employees may come in contact with COVID 19 outside or in the workplace. PUSD takes the guidance of both the CDC and Coconino County Health Department. Human Resources will provide direction in all employee COVID situations. Below outlines our general response to such situations:

Employee Testing for COVID	Employee Diagnosed with COVID	Employee living with Covid positive person	Employee identified as having close contact with another Covid positive employee at work
<p>Make sure HR is notified of employee and situation</p>	<p>Make sure HR is notified of employee and situation.</p>	<p>Make sure HR is notified of employee and situation.</p>	<p>Make sure HR is notified of employee and situation.</p>
<ul style="list-style-type: none"> - Employee should remain home while awaiting results from test. Employees should notify HR when results to test are received. - If results are negative, employee may return to work 24hours (1 day) when fever free without using fever-reducing medications, and their respiratory symptoms have improved. 	<ul style="list-style-type: none"> -HR will work with employee to determine if workplace tracing is necessary. -Employee shall remain in isolation for 14 days from testing for COVID and 24 hours (one day) after fever and symptoms of respiratory infection are gone, without using fever-reducing medications. Once these conditions are met, employee may return to work. 	<ul style="list-style-type: none"> -Employee will be required to self-quarantine and monitor self for symptoms. -Employee may qualify to work from home. -Employee may qualify for FFCRA leave. -Employee remains at home until the COVID 19 person is symptom free for 14 days from household contact with COVID positive person. 	<ul style="list-style-type: none"> -Employee shall monitor self for symptoms. -Employee shall monitor self for symptoms, employee must be tested or remain quarantined for a total of 14 days from the last day of close contact with the COVID positive employee.
<p>Resource for employee:</p> <p>https://www.maricopa.gov/DocumentCenter/View/58863/Home-Isolation-Guidelines?bidId=</p>	<p>Resource for employee:</p> <p>https://www.maricopa.gov/DocumentCenter/View/58863/Home-Isolation-Guidelines?bidId=</p> <p>https://www.cdc.gov/coronavirus/2019-ncov/downloads/14-Things.pdf</p>	<p>Resource for employee:</p> <p>https://www.maricopa.gov/DocumentCenter/View/58864/Quarantine-Guidance-for-Household-and-Close-Contacts?bidId=</p>	<p>Resource for employee:</p> <p>https://www.maricopa.gov/DocumentCenter/View/58864/Social-Distancing-Guidelines?bidId=</p>

Human Resources will work in collaboration with district leaders when managing COVID 19 cases. HR will contact the employee or ask the supervisor to contact the employee to determine where and when the employee last worked, and if the employee had close contact (<6 feet for more than 14-15 minutes) with any other employee or stakeholder.