

# GREENVILLE PUBLIC SCHOOL DISTRICT

## COVID-19 RETURN TO WORK 2020-2021 SCHOOL YEAR

### GUIDELINES, POLICIES AND PROCEDURES (PHASE ONE)

Components of the policy and procedures for Phase One of the return to work guidelines.

1. **CDC & OSHA Guidelines** - Employees have viewed and understood them
2. **Employee Return to Work Policies and Procedures**
  - a. **Expectations for Employees to Return to Work** - I agree to return to work as the restrictions are limited.
  - b. **Symptom Monitoring** — I will provide Daily and honest certification of the health questions.
  - c. **Social Distancing** - I understand and agree to follow recommended guidelines.
  - d. **Personal Hygiene & Proper Etiquette** - I agree to practice good health and hygiene daily.
  - e. **Personal Protective Equipment** - I agree to use PPE's where required.
  - f. **Building/office Cleaning and Sanitation** - I will work to keep workstations, phones, desks, and building/office equipment frequently cleaned. I will avoid using other employees' phones, desks, building/offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
  - g. **Travel Restrictions** - I will follow the travel guidelines provided.
  - h. **Required Training and Postings** - I will attend required trainings and view CDC presentations when they are updated.

### **Employee Acknowledgment of Receipt of COVID-19 Return to Work 2020-2021 School Year Guidelines, Policies and Procedures**

By my signature below, I acknowledge that this policy was distributed to me, that it is accessible on the District Website on the Greenville Public School District Home page, that I have read and understand these policies and procedures, and that I will adhere to these policies and procedures until further notice.

---

Signature

---

Date

---

Print Name