

# **WESTERN LINE SCHOOL DISTRICT COVID-19 RETURN TO WORK GUIDELINES, POLICIES AND PROCEDURES**

The District recognizes that our Administrators, teachers & staff want things to return to normal as quickly as possible. Unfortunately, until the COVID-19 pandemic is completely behind us, it is impossible for things to go back to the way they were prior to COVID-19 — at least for the foreseeable future.

As our schools and offices gradually re-populate, the District is implementing these interim Guidelines, Policies and Procedures until further notice in an effort to minimize the risk that COVID-19 will impact our business operations going forward. The health and safety of our administrators, teachers and staff is our top priority.

The District reserves the right to alter or amend these interim Guidelines, Policies and Procedures in its sole discretion as new information and guidance is issued at the federal, state and local level.

## **1. CDC & OSHA Guidelines**

In addition to reading and understanding the Western Line School District Guidelines, Policies and Procedures, all Administrators and staff should familiarize themselves with applicable CDC & OSHA Guidelines related to COVID-19, which can be found here:

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>  
<https://www.osha.gov/Publications/OSHA3990.pdf>

Everyone at the District and school level has a personal responsibility to help mitigate the risk that COVID-19 will impact our personnel, visitors or educational operations. Any questions regarding the CDC's or OSHA's Guidance and its application to you, our system, or our students should be directed to the school Principal.

## **2. Employee Return to Work Policies and Procedures**

### **a. Expectations for Employees To Return to Work**

All Administrators, teachers and staff are expected to return to work in accordance with federal, state and local directives. Administrators, teachers and staff may be asked to report to work at different times. Staggering shifts will reduce the likelihood that large groups of people are arriving at (or leaving) work at any given time. Alternative schedules may also be implemented to avoid large numbers of people being physically present in the office at a given time.

If you believe that you should be allowed to stay at home due to increased risk of contracting COVID-19, you should contact your immediate supervisor and/or the principal of your school. Absent undue hardship, reasonable accommodations will be made for at risk employees following an individualized assessment.

### **b. Health Screenings**

If you are sick or feel like you may be becoming sick, stay at home and do not report to work. Before leaving your residence for work, each employee must conduct an individualized assessment of any potential symptoms or circumstances.

**On a daily basis, all employees and staff must ask themselves whether the answer is “Yes” to any of the following questions:**

- \* Did I have a fever within the last 48 hours?
- \* Do I have a cough?
- \* Do I have unexplained muscle pain?
- \* Have I experienced nausea, vomiting or diarrhea?
- \* Have I come into contact with anyone that has tested positive for COVID-19?
- \* Have I come into contact with anyone that is experiencing symptoms of COVID-19 (as outlined above)?
- \* Am I experiencing shortness of breath?
- \* Have I been experiencing chills?
- \* Do I have a sore throat?
- \* Have I lost my sense of smell?

**If the answers to any of these questions is “Yes,” you should:**

- (1) stay at home and
- (2) notify your immediate supervisor or the principal of the school.

**Confidentiality will be maintained at all times.** This daily certification is mandatory, and the failure to report any “Yes” responses to the District is an acknowledgment by each employee and staff member that they have performed the individualized assessment in good faith, and that they have been truthful and honest in performing this daily certification.

If all of the answers to these questions is “No,” then you may report to work. Employees should be wearing a mask upon arrival at the office (additional details regarding masks is provided below). Upon arrival at the office, all persons will be required to use hand sanitizer, which will be made available at the entry point at each office.

After hand sanitizing, all persons must have their temperature taken with a Digital Forehead, Non- Contact Thermometer before being allowed to enter the office. Once your temperature is taken, you will be given a piece of paper that will either say “*Cleared to Work (With the Date)*” or it will state: “*You should immediately leave the office. Do not report to your workstation. Go home and your immediate supervisor or principal of the school.*”

Generally speaking, if your temperature is higher than 100.4, you will be asked to go home. The use of these paper slips will ensure that confidentiality is maintained at all times. Appropriate measures will be taken to ensure proper social distancing while employees are waiting to have their temperature taken.

Notwithstanding the daily certification set forth above, Administrators, teachers and staff may also be assessed for symptoms of COVID-19 upon arrival at the office and throughout the work day including, but not limited to: shortness of breath, cough, chills, muscle pain, sore throat, loss of sense of smell, diarrhea, whether you have been in contact with someone that tested positive, etc.

Depending on the results of this assessment, employees may be sent home.

### **c. Social Distancing**

- Administrators, teachers and staff should practice social distancing at all times.
- No one should be within six feet of another individual. This rule applies at all times in all areas.
- Handshaking, hugging, kissing, and any other unnecessary personal contact with others is prohibited.
- Socializing in work areas, congregating in the halls, and similar non-essential activities are not permitted.
- If necessary, the building, office or classroom may be reconfigured to allow for proper social distancing between all individuals.
- At lunch, Administrators, teachers and staff should eat at their desks/workstation, or they may take their lunch to eat outside of the office. No more than two persons should be physically present in the kitchen / break room at any given time.
- Conference rooms should be utilized only where absolutely necessary. Until further notice, alternative meeting platforms should be utilized, e.g. teleconferences, videoconferencing, etc. If a conference room must be utilized (e.g. for a department meeting), all persons must remain at least

six feet apart from one another at all times, and all persons should be wearing a mask. Food or other set-ups should be limited in meeting or conference rooms.

- No more than **four** people should be physically present in the school office, work room or other rooms at the same time, and six feet of social distancing should be maintained at all times.
- Administrators, teachers and staff that share a printer should be mindful not to enter an area where another person is stationed in order to retrieve a print job.

#### **d. Personal Hygiene & Proper Etiquette**

All employees are expected to practice good hygiene. To that end:

- Avoid touching your eyes, nose, and mouth.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash. Or cough/sneeze into your elbow.
- Clean and disinfect frequently touched objects and surfaces.
- No handshaking or other unnecessary physical contact with others is allowed.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Hand sanitizer will be made available throughout the office. At a minimum, all Administrators, teachers and staff are encouraged to wash their hands at least every two hours.
- Anyone who touches or handles mail should wear gloves or immediately wash their hands.

*Hand sanitizer will be made available to all Administrators, teachers and staff in multiple locations throughout the buildings. Appropriate cleaning supplies will be made available.*

#### **e. Personal Protective Equipment**

- Employees are required to wear a mask at all times in common areas throughout the office. Masks will be provided; however, employees are encouraged to make their own masks or face coverings in accordance with CDC Guidelines to the extent possible. This will ensure that the District's supply does not get depleted as a result of the expected increased demand.
- For instructions on how to make a suitable mask, visit:
- <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
- In certain instances, gloves will be provided to staff.

#### **f. Office Cleaning and Sanitation**

In addition to our pre-COVID-19 routine cleaning practices, custodial and maintenance staff will add frequent cleaning of surfaces, countertops, doorknobs, tables, light switches, faucets, sinks, handrails, copy machines, etc. to their duties. As the CDC recommends, disposable gloves should be worn by individuals when cleaning those surfaces and handling trash. Frequently touched surfaces should be cleaned using soap and water, and then, followed by the use of a disinfectant. Disposable gloves will be provided by the District for those individuals in the above roles.

Administrators, teachers and staff are required to keep their own workstations, phones, desks, and office equipment frequently cleaned. Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.

All personnel should either wash their hands or use hand sanitizer before using a copying machine, common scanner, or fax machine. After you have completed your use of these devices, you should again wash your hands or use hand sanitizer. These and similar commonly used devices will be subject to increased and enhanced cleaning throughout the workday.

**g. Travel Restrictions**

All non-essential business travel is prohibited until further notice. Any business travel must be approved in advance. Essential travel will be determined by principals and administrators. Any request for travel shall follow normal procedures. Western Line School District cannot require staff to inform their supervisor of personal travel, but it is recommended to inform them if you have visited an COVID-19 hotspot during time off or on the weekend.

**h. Required Training and Postings**

All Administrators, teachers and staff must participate in mandatory training regarding COVID-19 best practices, including appropriate cleaning and disinfection, hand hygiene, and respiratory etiquette. In the meantime, all Administrators, teachers and staff are encouraged to educate themselves on the various COVID-19 related issues by viewing the various videos and other resources contained on the CDC's website at the following link:

<https://www.cdc.gov/coronavirus/2019-ncov/communication/videos.html>

Posters will be placed at the entrance of each office and in common areas encouraging good hygiene and best practices.

**i. Complaints, Reporting Procedure, and Disciplinary Action**

Administrators, teachers and staff are expected to adhere to these guidelines, policies and procedures at all times. If you witness anyone failing to adhere to these guidelines, policies, or procedures, you should report it to school administrator or the director of the site / program where the failure occurred. If it is determined that an employee or staff member failed to adhere to established protocols, he/she may be subject to disciplinary action up to and including termination of employment.

In addition, Administrators, teachers and staff should continue **immediate mandatory reporting** to their immediate supervisor or the principal of the school, (1) possible symptoms of COVID-19, (2) conDistricted negative (false negative) or positive test of COVID-19, or (3) exposure to someone whom may have been exposed to a conDistricted (false negative) COVID-19 patient. Quarantine may be required. This reporting policy includes the district employee, a family member of an employee, a friend of an employee, or anyone that the employee/attorney has had close contact within a 14-day period.

**3. Policies and Procedures for Customers/Guests in the Workplace**

Staff members not allowed to invite visitors, family members or community members into the school buildings or offices during the COVID-19 pandemic restrictions.

**WESTERN LINE SCHOOL DISTRICT  
INTERIM COVID-19 RETURN TO WORK  
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. Health Screenings** – 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. Office Cleaning and Sanitation** – I will work to keep workstations, phones, desks, and office equipment frequently cleaned. I will avoid using other employees’ phones, desks, 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 Interim COVID-19 Return to Work Guidelines, Policies and Procedures**

By my signature below, I acknowledge that this policy was distributed to me, that it is accessible on the District Intranet on the Western Line 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

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COVID-19 RETURN TO WORK  
GUIDELINES, POLICIES AND PROCEDURES**

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