

Marion County Board of Education

Monitoring:

Descriptor Term:

Descriptor Code:

Issued Date:

Review:
Annually,
in October

Coronavirus Prevention and Response Plan

3.202A

08/17/20

Rescinds:

Issued:

The purpose of the following guidelines is to establish a coronavirus (COVID-19) prevention and response plan for employees. The procedures established in this document have been developed to protect the health and safety of all employees.

If you have been quarantined and/or diagnosed with COVID-19, you must report this immediately to your supervisor and/or Human Resources.

Guidance

Coronavirus (COVID-19) is a respiratory illness that can spread from person to person. Employees should review the CDC's webpage at www.cdc.gov/coronavirus for the most up to date information on COVID-19. The CDC advises avoiding all non-essential travel to all global destinations.

Guidelines

- **Travel**

- Employees must report any personal international travel to their supervisor before returning to work. Travel details will be reviewed by Human Resources and employees may be asked to stay home for a 14-day waiting period.
- Employees are encouraged to follow CDC guidelines during personal domestic travel.

- **Illness**

- Employees at work displaying symptoms of frequent cough, fever or shortness of breath may be sent home immediately.
- The employee's supervisor should consult with Human Resources for specific guidance.
- Employees sent home must be cleared by their treating physician before returning to work. A release from their physician or health department must be turned in to Human Resources before being allowed to return to work.

- **Diagnosed**

- Employees diagnosed with COVID-19 or presumed to be at high risk for COVID-19 should follow their physician's and local health department's guidance.

- Employees with confirmed COVID-19 or presumed to be high risk for COVID-19, will need to remain off work until fully recovered and asymptomatic for 24 hours. Employee must provide clearance to Human Resources by their treating physician or health department confirming that they are no longer contagious before returning to work.

- **Contact with COVID-19**

In the event an employee has been exposed to a communicable disease but is asymptomatic and has not tested positive for the disease, and in the event of conflicting guidance from different public health authorities such as the Center for Disease Control, the Tennessee Department of Health, or any other similar authority regarding whether that employee should be relieved of duties for any period of time, and where adherence to the most restrictive guidance on whether the employee should be relieved of duties would impair the essential work of the school system, then the board of education delegates to the director of schools the discretion to require the employee to continue working provided that each of the following criteria are met:

- **Pre-Screen:** Employer should measure the employee's temperature and assess symptoms prior to them starting work. Ideally, temperature checks should happen before the individual enters the building.
- **Regular monitoring:** As long as the employee doesn't have a temperature or symptoms, they should self-monitor and report any symptoms immediately to their supervisor.
- **Wear a mask:** The employee should wear a face covering at all times while in the workplace for 14 days after last exposure. Employers can issue facemasks or can approve employees' supplied cloth face coverings.
- **Social distance:** The employee should maintain 6 feet and practice social distancing as work duties permit in the workplace.
- **Disinfect and clean work spaces:** Clean and disinfect all areas such as offices, bathrooms, common areas and shared electronic equipment routinely.

The director shall exercise this discretion on a case by case basis given the nature of the employee's duties, whether those duties are part of the school system's critical infrastructure per guidance from the United States Department of Homeland Security, and whether any threat posed by the employee's exposure can be mitigated by the use of protective equipment and maintaining distance from other people.

In the event the County Health Department issues a written directive requiring the employee to self-isolate or the school system to relieve the employee of duty, then the director of schools shall comply with this written directive.

- **Reporting Procedures**

All MCBOE employees are required to notify their supervisor if they:

- Experience any COVID-19 related health concerns
- If they receive orders from a healthcare provider or health department for quarantine
- Experience any other issues, as it relates to COVID-19, that would prevent them from working in accordance with existing MCBOE policies

Upon notification by an employee of any of the foregoing, the supervisor shall immediately contact Human Resources for guidance.

- **Personal Hygiene Preventive Practices**

There is currently no vaccine to prevent Coronavirus (COVID-19). The best way to prevent illness is to avoid being exposed to the virus. However, as a reminder, the CDC always recommends every day preventive actions to help prevent the spread of respiratory diseases, including:

- Avoid close contact with people who are sick
- Avoid touching your eyes, nose and mouth
- Stay home when you are sick
- Cover your cough and sneeze with a tissue, then throw the tissue in the trash
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe
- Follow CDC's recommendations for using a facemask
- Wash your hands often with soap and water for at least 20 seconds, especially after using the restroom, 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. Always wash hands with soap and water if hands are visibly dirty.

- **Workplace Hygiene Preventative Practices**

- Choose an alternative greeting practice other than shaking hands or other close contact greeting practice
- Use standard household cleaning products or sanitizing wipes to wipe down frequently touched hard work surfaces
- Use sanitizing wipes

Cross Reference:
Emergency Closings 1.8011