



Health Precautions and Mitigation Measures for the Work Environment

These protocols are important to the District's efforts to maintain a safe working environment for all of its employees. District employees are required to follow the protocols set forth below.

1. Physical Distancing and Limited Contact in Common Areas

- Face coverings (i.e. cloth masks) must be worn at all times by all employees. Employees shall bring their own face covering. If an individual has forgotten theirs, one will be provided to them at the administrative office of the site or facility. If you forget your face covering please contact your site custodian or secretary. Teachers may use face shields when the use of a face covering would take away from the lesson (e.g. phonological instruction).
- No one should enter any office or workspace other than their own unless absolutely essential.
- Groups of three (3) or more are prohibited from congregating in any area within the worksite other than for student instruction, or in response to a safety emergency.
- Employees must maintain physical distancing (of at least six (6) feet) when communicating, including communicating through doorways and entrances to offices and classrooms.
- In-person staff meetings should be avoided if possible. However, if no reasonable alternative exists, advance approval from Human Resources is required. If approved, arrangements must be made in advance to ensure a room is available to accommodate the group with appropriate (six (6)-foot) physical distancing. All participants must wear face coverings.
- Individuals must maintain six (6)-foot physical distancing at all times, including bathrooms, conference rooms, break rooms, and hallways. Conference rooms should not be entered unless there is a legitimate business need to do so, and then only if six (6)-foot physical distancing can be accommodated.
- Where appropriate, plexiglass barriers have been installed at reception areas as well as other office areas.
- Eating in the break rooms is prohibited in order to maintain the cleanliness of common areas and accommodate physical distancing. No communal food (e.g., donuts, pizza, pastries in kitchens and other common areas) may be shared within the worksite.
- No group food orders will be permitted, including box lunches.



- Employees are limited to accessing their worksite and are not allowed to visit other worksites without permission or direction from their direct supervisor.
- The number of members of the public allowed into the District Office or any school site office, at one time must be limited so as to allow for employees and members of the public to easily maintain at least a six (6)-foot distance from one another at all practicable times. Office staff is recommended to place tape in office lobbies at least six (6) feet distance from the counter so that members of the public may use the markings to maintain distance.

2. Hygiene and Safety

- All staff must wash or sanitize hands as they enter the worksite. Wash hands frequently with soap and water for at least 20 seconds and use paper towels to dry hands. When hand washing is not practicable, employees should use fragrance-free hand sanitizer (with a minimum of 60 percent alcohol) that is recognized by the Centers for Disease Control and Prevention (“CDC”) as effective in combatting COVID-19. However, if hands are visibly dirty, always wash hands with soap and water. Hand sanitizer is available in designated areas. Nightly cleanings include cleaning and disinfecting of high traffic and touch areas such as main offices, break rooms, restrooms, etc.
- Disinfection requirements (Note- clean surfaces using detergent or soap and water prior to disinfection.):
 - a. Use EPA-approved disinfectants against COVID-19 and follow the instructions on the label to ensure safe and effective use of the product. Alcohol solutions with at least 70 percent alcohol may also be used to disinfect surfaces.
 - b. All break rooms, restrooms, and common areas in use must be disinfected frequently.
 - c. All high-contact surfaces (e.g., counters, doorknobs, fixtures, light switches, faucets, etc.) must be disinfected frequently.
 - d. All shared pens and devices (e.g., copiers, walkie-talkies, tools, etc.), must be disinfected after each use with a spray containing at least 70 percent alcohol, and the surface dried thoroughly
 - e. Wear disposable gloves when disinfecting surfaces; the gloves should be carefully removed and discarded to prevent cross contamination.
 - f. Disinfectants should not be used to clean items used by children, especially items that a children may put in their mouths, as many disinfectants are toxic when swallowed. These items should be cleaned with soap and water.



- Areas that have been unoccupied for seven (7) days or more do not need to be disinfected and should only be cleaned with soap and water.
- Personal Protective Equipment (“PPE”), such as gloves, and shields will be provided to food service and custodial employees as necessary, and consistent with the California Department of Public Health and CalOSHA guidance and/or recommendations.
- Custodial and food service staff must wear face coverings and disposable gloves for all tasks in the cleaning process, including handling trash. Gloves should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves.
- Employees must cover their mouth and nose when coughing and/or sneezing with a tissue or their elbow, and must wash their hands immediately after.
- All cleaning and disinfecting products must be stored out of the reach of children.
- COVID-19 symptoms may include some combination of fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell. If you have a fever (100.4 degrees Fahrenheit or higher), cough, or any combination of symptoms that may be associated with COVID-19, do not report to your worksite and immediately notify HR. If you or anyone you have been in close contact with show signs or symptoms consistent with COVID-19, you must immediately report this to HR and await further direction before reporting to your worksite. HR will assess the situation and provide information including available leaves of absence. Employees may be required to remain at home for a period of time before they may return to the office.
- Each employee, before returning to work in the office, must complete the District’s COVID-19 Employee Return to Work Wellness Check and Policy Acknowledgement and attest that they will comply with the District’s requirements on an ongoing basis. Failure to adhere to the District’s COVID-19 Policy may result in disciplinary action.

Should you have any questions regarding any of the above protocols, please contact Jeff Wimp at jwimp@farmersville.net or 592-2010 ext. 1107.



COVID-19 – Employee Return to Work Wellness Check

All employees are required to complete and sign this COVID-19 – Employee Return to Work Wellness Check before entering the workplace. Please sign and date this form on the day of your scheduled return to your worksite (and not before).

IF YOU ANSWER NO TO ALL OF THE FOLLOWING QUESTIONS, PLEASE REPORT TO YOUR WORKSITE AS SCHEDULED, and return this completed form via scan or image to jwimp@farmersville.net prior to proceeding to your assigned work location. Please cc your direct supervisor on the email.

IF YOU ANSWER YES TO ANY OF THE FOLLOWING QUESTIONS, DO NOT REPORT TO YOUR WORKSITE, AND IMMEDIATELY CONTACT HUMAN RESOURCES FOR FURTHER DIRECTION.

The following is a list of symptoms identified by the Centers for Disease Control and Prevention Center (“CDC”) as being associated with COVID-19. Have you experienced any of the following symptoms within 24 hours: *(Please check one)*

- A fever of 100.4 degrees Fahrenheit or higher Yes No
- Chills or repeated shaking with chills Yes No
- Cough Yes No
- Shortness of breath or difficulty breathing Yes No
- Fatigue Yes No
- Muscle or body aches Yes No
- Headache Yes No
- New loss of taste or smell Yes No
- Sore throat Yes No
- Congestion or runny nose Yes No
- Nausea or vomiting Yes No
- Diarrhea Yes No

I understand that I am prohibited from returning to work if I have experienced any of the above symptoms, unless and until I have informed Human Resources and received permission to return.

_____ *(initial)*



In the last 14 days have you tested positive for COVID-19? Yes No

In the last 14 days have you had close contact (less than 6 feet for 15 minutes or more) with an individual diagnosed with COVID-19? Yes No

In the last 14 days have you had close contact (less than 6 feet for 15 minutes or more) with an individual with COVID-19 symptoms? Yes No

Please initial for the following

If I am diagnosed with COVID-19, I must immediately notify Human Resources and not report to work. If I or anyone I have been in close contact (less than 6 feet for 15 minutes or more) with show signs or symptoms consistent with COVID-19, I must immediately report this to Human Resources and await further direction before returning to work. I understand that consistent with the CDC guidance employees may be required to remain at home for a specified period of time before returning to work.

_____ (initial)

I certify that I have completed the required COVID-19 health and safety training, which includes reviewing the District's Health Precautions and Mitigation Measures, the CDC's guidance on proper hand washing, the CDC's COVID-19 symptom identification, CDC's guidance on the proper use and cleaning of cloth face coverings, complete all on-line training modules as assigned by Human Resources.

_____ (initial)

The information provided above is true and correct to the best of my knowledge and I understand that I may be subjected to disciplinary action for providing false or incomplete information.

Name [please print]

Worksite

Signature

Date