



Book	Administrative Guideline Manual
Section	8000 Operations
Title	Copy of COVID-19 WORKPLACE PROCEDURES
Code	ag8460A
Status	
Adopted	November 12, 2020
Last Revised	August 10, 2021

#### 8460A - COVID-19 WORKPLACE PROCEDURES

In conjunction with Policy 8460, the procedures listed below shall be followed so long as required by law or executive order, or determined by District administration to be necessary for the health and safety of District employees, students, and visitors.

##### Proactive Measures

- A. **Vaccination** - In accordance to CDC guidelines, people are considered fully vaccinated for COVID-19, 2 weeks (14 days) after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna), or 2 weeks (14 days) after they have received a single-dose vaccine (Johnson and Johnson (J&J)/Janssen).

Fully vaccinated people with no COVID-like symptoms do not need to quarantine following an exposure to someone with suspected or confirmed COVID-19. When exposed, documentation confirming vaccination will need to be provided to avoid quarantine. However, fully vaccinated people should still monitor for symptoms of COVID-19 for 10 days following an exposure. If they experience symptoms, they should isolate themselves from others, be clinically evaluated for COVID-19, and inform their health care provider of their vaccination status at the time of presentation to care.

- B. **Daily Screening Protocol.** Before or upon entering a District building or District property for work each day, each employee or contractor will be encouraged to self-screen for symptoms of COVID-19.
- C. **Social Distancing.** Employees and contractors who are in a District building or on District property will be encouraged to maintain a distance of at least six (6) feet from one another to the maximum extent possible.
- D. **Face Coverings.** Face covering over nose and mouth must be worn when awaiting or riding on public transportation.

This requirement does not apply to the following:

Individuals who cannot medically tolerate a face covering (medical documentation is required to be submitted -- For Employees this is submitted to the Human Resource office);  
Eating or drinking while seated;

Face coverings are recommended, but not required, for individuals inside K-12 buildings. Employees are asked to provide their own face covering if possible. The District has face coverings available for those individuals who are unable to obtain.

- E. **Cleaning and Sanitization** - The District has increased workplace cleaning and disinfection to limit exposure to COVID-19, particularly on high-touch surfaces and shared equipment and products. Hand sanitizer will be available in hallways and common areas and on public transportation.

##### Protocol for responding to potential infections in the workplace

Definitions:

- A. "Close contact" means being within approximately six (6) feet if unmasked, or three (3) feet if masked, of an individual for 15 minutes or more who tested positive for COVID.
- B. Symptoms of COVID-19 include temperature 100.4 or above; atypical cough; atypical shortness for breath; sore throat; diarrhea, vomiting, abdominal pain, new onset of severe headache.

For all situations described in 1-2 below, the following procedures will apply:

- A. Office staff receiving the possible infection/exposure information will collect and record information on the COVID-19 Infection/Exposure Report and forward to the Human Resource Office for (1) Notice of positive staff (2) Unvaccinated staff with close contact with individual testing positive for

COVID-19.

- B. When applicable, the Human Resource Office will contact the health department.
- C. The employee will receive written communication from the Human Resource Office regarding CDC and health department exclusion requirements listed below and return to work requirements (if applicable). Employees may be required to communicate with the school prior to returning.
- D. The District will maintain a record that it has completed all notice requirements.

**1. Positive COVID-19 TEST** - If a student or staff member tests positive for COVID-19, s/he will be informed they are prohibited from entering District property until:

- A. Ten (10) days have passed since symptoms first appeared, or since the date of positive test if asymptomatic; AND
- B. Twenty-four (24) hours with no fever (without the use of fever-reducing medication); AND
- C. All symptoms have improved

If a student or staff member who tests positive for COVID-19 has been on-site within forty-eight (48) hours prior to the positive test, all of the following will occur within twenty-four (24) hours of receiving notice:

- 1. Provide notice to any staff or students, who may have come into contact with the person with a confirmed case of COVID-19.
- 2. All areas of the worksite where the student/employee traveled will be disinfected and deep cleaned in accordance with guidance from the Centers for Disease Control and Prevention (the "CDC"). The area or facility may be temporarily closed if deemed appropriate.
- 3. Contact will be made to the local health department.

**2. Notice of Positive Exposure** - Unvaccinated employees who have had close contact with an individual who tests positive for COVID-19 are prohibited from coming to work until ten (10) days have passed since the last close contact with the sick or symptomatic individual.

**3. Onsite or Reported Symptoms** - If a student or staff member displays one or more of the following symptoms of COVID-19:

Temperature 100.4 or above; Atypical cough; Atypical shortness of breath; Sore throat; Diarrhea; Vomiting; Abdominal pain; New onset of severe headache, and student or staff has had NO known exposure,

The student or staff will be informed that s/he must remain out of school/work until:

- 1. At least twenty-four (24) hours with no fever, without the use of fever-reducing medicine;
- 2. Improvement of symptoms related to sore throat, cough, shortness of breath, severe headache;
- 3. Twenty-four (24) hours with no diarrhea, vomiting, abdominal pain;
- 4. If strep throat, do not return until at least two (2) doses of antibiotic have been taken.
- 5. Although testing is not required, if testing is done, student/staff are to exclude until test results are available.

If onsite, the student or staff member will be moved to an identified isolation area in the building and arrangements made for the employee to go home or receive medical attention (as applicable).

If student or staff is having symptoms AND has had a known exposure, it is recommended that they seek testing and follow quarantine guidelines for known exposure.

**4. No Symptoms & Notice of Possible Exposure** - Students or employees who have had close contact with an individual who displays one or more of the principal symptoms of COVID and is awaiting COVID test results are NOT excluded if they have had no other history of COVID exposure. Symptoms of the employee should be carefully monitored and the employee should be excluded if symptoms develop or if a close contact tests positive for COVID.

#### Confidentiality

The District will take reasonable precautions to protect health information pursuant to all applicable laws and statutes, including, but not limited to, the Americans with Disabilities Act (ADA), the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Family Education Rights and Privacy Act of 1974 (FERPA).

Legal

Executive Order 2020-96, and any subsequent related order

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Occupational Health and Safety Administration Guidance on Preparing Workplaces for COVID-19, available at <https://www.osha.gov/Publications/OSHA3990.pdf>.