Employee Return to Work Safety Overview

These procedures are subject to change as new guidelines or the need for changes develops.

General Workplace Requirements:

1. Training:
   a. All staff will participate in training before school begins on the following topics:
      i. Common symptoms of COVID
      ii. Protocols for cleaning
      iii. Protocols for self monitoring
      iv. Student safety protocols
      v. Reporting protocols for self and students
      vi. Workplace infection and safety-control
      vii. Proper use of PPE

2. Self Monitoring Protocols:
   a. All staff will need to complete the electronic self-screening survey on a daily basis before entering the school building every day.

3. Safety Precautions:
   a. All staff are required to wear a face covering anytime they are around students or other staff members.
   b. Staff members are required to practice 6' social distancing whenever possible.
   c. Hand sanitizing dispensers will be placed in all classrooms and at the main entrance.
   d. Staff members will sanitize hands when entering and exiting all classrooms and the building in lieu of actual soap and water.
   e. Staff members will wash hands at least during break periods with soap and water for 20 seconds.

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4. Cleaning Protocols:
   a. Any staff involved in cleaning high contact surfaces will use CDC/EPA approved products (provided).
   b. Staff will wear gloves, face covering, and face shield (provided) when cleaning with any chemical based disinfectants.
   c. Citi Cleaning will have a schedule for deep cleaning rooms and spaces when students and staff are not present.

5. Reporting Procedures:
   a. Designated Reporting Person - Principal, Vice Principal, or Superintendent.
      i. ALL staff and student suspected or confirmed cases must remain confidential and shared with senior level administrators and only senior level administration. At no time should a staff member be discussing students, families, or other staff members personal information especially regarding health and safety. It is a direct violation of HIPAA.
   b. Staff will report to a designated person within 24 hours any direct contact with someone that has tested positive for COVID (Direct contact means within 6' for a duration of at least 15 minutes).
      i. Administration will determine if staff should be sent home and for duration.
   c. Staff will report to a designated person, immediately any COVID like symptoms they are experiencing.
      i. Administration will determine if staff should be sent home and for duration.
   d. Any staff member that has been in contact with a positive case will be notified as soon as reasonably possible confirmed by the school administration.
      i. Administration will determine if staff should be sent home and for duration.

6. General
   a. Maintain 6 feet social distance from one another to maximum extent possible.
   b. One mask and face shield per employee will be provided.
   c. Face coverings are required to be worn by all staff when inside the facility at all times except meals.
   d. The cleaning company will be responsible for deep disinfecting of the facility on a scheduled basis.
   e. Safe sanitizing for cleaning by teachers is provided through the Zer03 machine available at each campus. Teachers will be provided the supplies to utilize this to clean the classroom space throughout the day with non-harmful chemicals. Additionally, staff will be provided gloves and wipes for immediate emergency clean-up. All PPE must

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be worn to use clorox wipes including gloves, face-shield, mask. When running low on supplies, staff members are responsible for requesting more.

    f.   Protocols for confirmed COVID-19 cases both staff and students

Self-Screening Survey

1. Have you been non-medicated fever free for the last 24 hours?
2. Have you developed a cough in the last 24 hours?
3. Have you had a sore throat in the last 24 hours?
4. Have you experienced shortness of breath in the last 24 hours?
5. Have you had close contact or cared for someone with COVID?
6. Have you traveled internationally or domestically in the past 14 days?

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