



Paradise Unified School District
 6696 Clark Road
 Paradise, California
 Telephone: (530) 872-6400
 Fax: (530) 872-6409
 Website: www.pusdk12.org

Tom Taylor
 Superintendent

David McCready
 Assistant Superintendent
 Business Services

PUSD Return to the Work Area Protocols and Employee Affirmation

<i>General Guidance</i>	<i>Protocols</i>
Guidelines for daily wellness checks	<ul style="list-style-type: none"> • Mandated training for all staff prior to returning to their work site. (See below for a complete list of the PUSD Video Trainings). • Employees must sign this document as a Return to Worksite Affirmation prior to returning to the worksite. • Employees will complete the following check list as a daily self-assessment wellness check prior to reporting to work. <ul style="list-style-type: none"> • No fever • No close contact with anyone with COVID-19 • No cough • Shortness of breath • No symptoms with the last 24 hours • Employees are requested to take their temperature before heading to work; do not come to work if the temperature is 100.4 degrees or higher. Stay home. • Touch-less thermometers will be available at worksites for self-use. • Any employee who displays signs of illness, shall report this directly to their immediate supervisor. • Signage will be prominently displayed reminding employees of wellness protocols.

<p>Guidelines on use of facial coverings</p>	<ul style="list-style-type: none"> • You could spread COVID-19 to others even if you do not feel sick. • Everyone should wear a cloth face cover. <ul style="list-style-type: none"> • Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance. • The cloth face cover is meant to protect other people in case you are infected. • Do NOT use a facemask meant for a healthcare worker. • Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing. • Staff will need to wear a facial covering when in common traffic areas (parking areas, hallways, workrooms, restrooms, etc.), and working in proximity of other staff (closer than the social distancing requirement of 6 feet). • While at one’s desk, the use of a facial covering is required if social distancing or structural mitigation is not available. Must be worn at all times in schools and classrooms when others are present. • Interacting in-person with any member of the public. • Working in any space visited by members of the public, regardless of whether anyone from the public is present at the time. • Working in any space where food is prepared or packaged for sale or distribution to others. • Working in or walking through common areas, such as hallways, stairways, elevators, and parking facilities. • In any room or enclosed area where other people (except for members of the person’s own household or residence) are present when unable to physically distance. • Staff will follow current State and local guidelines. • Each employee will be provided a facial covering by PUSD that can be washed.
<p>Guidelines for social distancing at the worksite</p>	<ul style="list-style-type: none"> • Adhere to established public health social distancing guidelines. • Maintain a minimum of 6 feet between people; wear facial coverings when not possible. • Do not make physical contact such as handshaking when greeting others. • Avoid congregating in lobbies, hallways, etc., when traveling through the offices and work areas. • Stagger breaks and lunches to ensure social distancing in break/lunchrooms. • Employee passengers will be allowed in PUSD vehicles, subject to social distancing protocols. Consider one person front seat/one person back seat opposite side. Facial coverings must be worn. No non-PUSD employee riders will be allowed in PUSD vehicles. <ul style="list-style-type: none"> • Fresh air vent must be on.

<p>Handwashing Protocols</p>	<ul style="list-style-type: none"> • Posting CDC handwashing guidance in all restrooms and breakrooms. • Frequent handwashing with soap and water and scrubbing for a minimum of 20 seconds. • If a sink is not in proximity, please utilize the hand sanitizer stations. • Handwashing upon entrance and exit to restrooms and breakrooms.
<p>Guidelines on breaks/lunch and use of staff lounge</p>	<ul style="list-style-type: none"> • All breakrooms and lounges will have limited, or no seating to assure social distancing. • Use of appliances is subject to thoughtful, considerate safety and hygiene practices; surfaces wiped down after use. • Employees must wash or sanitize hands upon entrance and exit. • Employees are encouraged to eat at their workstations or outside, if they choose. • Employees are encouraged to take breaks outside when possible. • No sharing of food or buffet style lunches are allowed. • Employees are encouraged to exercise good judgement when touching common surfaces (refrigerator, microwaves, etc.) and to wipe down after each use. • No community utensils, condiments, napkins, cups, coffee or drink dispensers (including water), and ice machines will be allowed. Employees are encouraged to bring bottled water. • If feasible, temporary seating/eating areas may be established in conference rooms or other similarly usable spaces.
<p>Guidelines on restroom use</p>	<ul style="list-style-type: none"> • Use the restroom in your immediate area/floor, except in emergency/urgency. • Use will be limited to no more than the number of stalls per restroom. • Must wear a facial covering when using the restroom due to close proximity of other staff. • Employees must comply with handwashing protocols – wash hands upon entrance and exit. • Use of paper towel to touch fixtures and door handles is recommended. • Guidance signage will be posted in restrooms.
<p>Guidelines for use of entrances, elevators and stairs, where applicable</p>	<p><u>Stairs (follow posted signage):</u></p> <ul style="list-style-type: none"> • Handrails and door handles will be sanitized regularly. • Where feasible, directional signs will be posted at stairwells. • Social distancing must be practiced; similar to mountain driving, downward traffic must yield to upward traffic. • Unnecessary movement throughout the buildings and work areas is discouraged. <p>**During an emergency, stairs will be open for entering and exiting.**</p> <p><u>Entrances:</u></p> <ul style="list-style-type: none"> • Staff and visitors will enter through assigned entrances. • The work sites and offices will remain closed to the public, except as provided below. • Perimeter doors will remain locked, with phone numbers for entrance posted. • Directional signage for entrances will be posted. • In the event of an Emergency or Building Evacuation, follow the PUSD Emergency Evacuation Maps, and to the extent possible, maintain social distancing in the assigned staging and/or assembly area.

Hours of Operation	<ul style="list-style-type: none"> • No congregating at entrances/exits. • Initially, only identified entrances will be utilized. • Breaks and lunch periods should be staggered to limit crowding due to limited seating areas. • Sites should be aware of heavy traffic areas during busy timeframes and consider staggering times.
Visitor Access	<ul style="list-style-type: none"> • All visitors (non PUSD employees) must check in at the office prior to entering the site or department. • Visitors must wear a facial covering and check in at the entrance desk. Disposable masks will be available. • Employees visiting other sites will need to check in for purposes of contact tracing and follow site-specific protocols. • Receiving employee will call the individual with whom the visitor has business. • A person from the office will direct the visitor. • Employees are prohibited from allowing visitors from entering buildings except as per this guidance. • In-person public meetings and or trainings will be suspended until further notice, with the exception of meetings authorized by the Superintendent or designee.
Employees returning to the workplace	<ul style="list-style-type: none"> • Site and Department heads will establish return-to-workplace plans based on the work needs and safety considerations in their Site and Department consistent with current protocols. • Employees with conditions that may place them at high risk of COVID-19 infection in the workplace, may contact Human Resources (Susan Taylor) for initiation of the confidential reasonable accommodation interactive process.
Travel	<ul style="list-style-type: none"> • Per CDC Guidelines, if you are thinking about traveling away from your local community, consider the following: <ul style="list-style-type: none"> • Is COVID-19 spreading where you are going? • Is COVID -19 spreading in your community? • Will you or those you are traveling with be within 6 ft of others during or after your trip? • Are you those you are traveling with more likely to get very ill from COVID-19? • Do you live with someone who is more likely to get very ill from COVID-19? • Does the state or local government where you live or at your destination require you to stay home for 14 days after traveling? • Will you have to miss work or school? • Your ability to work following travel may depend on a number of these items and working remotely may not be an option. Please carefully consider your options and decisions.

<i>Cleaning and Safety Measures</i>	<i>Protocols</i>
Identify spaces for occupancy	<ul style="list-style-type: none"> • M & O in conjunction with Administrators and Directors will assess division work areas to determine if adjustments are needed to comply with these protocols. M & O will provide support work area adjustment requests. • Determination of work area will adhere to CDC social distancing requirements.
Develop standards and a schedule for regular cleaning, sanitizing and disinfecting needs	<p><u>M & O Activities/Strategies</u></p> <ul style="list-style-type: none"> • Using CDC guidelines, high touch site sanitizing or disinfecting rounds will be made daily in high traffic areas • Schedules for disinfecting will be dynamic and based on the number of people in a building and potential outbreaks. • Employees may be required to perform limited non-custodial cleaning and sanitizing, such as at the employee's work area or use of shared equipment, e.g., copiers.
Identify locations for hand sanitizer stations	<ul style="list-style-type: none"> • M & O will determine placement of hand sanitizer pump stands and refill on a regular basis. Locations include at entrances, outside elevators, near stairwells, meeting rooms, work areas, classrooms, etc., and high traffic areas. • Site administrators will coordinate with M & O for related supplies and materials. • Out of Butte County locations will coordinate with their vendors, Associate Superintendent, and/or M & O Director.
Recommendations for air filtration systems	<ul style="list-style-type: none"> • Regular preventative maintenance is completed on all air filtration systems at all sites. • Fresh air flow will be increased as weather and air quality conditions permit. • Explore installing UV filters in HVAC systems.

Revised 8/10/2020

The signature of the employee indicates they have read and will follow, to the best of their ability the General Guidance listed above in an effort to create a safe work place for all stakeholders in our community.

Employee Signature

Date

PUSD VIDEO TRAINING LIST – COVID19 return to work

* Indicates Required Videos

*Keenan Videos – All these videos have been sent out by Taylor. Directions to access the Keenan Videos are in your email.

*Keenan Videos Assigned by Taylor

Additional Videos

BCOE Return to Work Video (6 Minutes, 32 Seconds) - <https://drive.google.com/file/d/1kCzaUvSyWs5mgEYCNgmJGzEvjhFNZSFY/view?usp=sharing>

BCOE Protection Gear (6 Minutes, 1 Second) - https://drive.google.com/file/d/1kvBs19_WZL3Q0C435Ak5fqpPWXEfICbf/view?usp=sharing

CDC – How to wear a FACIAL COVERING (1 Minute, 5 Seconds) <https://youtu.be/Mn6axdkbGd4>

CDC – What to know about HANDWASHING (2 Minutes) <https://youtu.be/d914EnpU4Fo>

CDC – What to do if exposed (30 Seconds) <https://youtu.be/17aNUmMNVbs>

CDC – SOCIAL DISTANCING (34 Seconds) <https://youtu.be/GDDDz89EhSU>

3rd party, - CDC guidelines to cleaning & disinfecting (6 Minutes, 52 Seconds) <https://youtu.be/tbGvwmeyVO4>

CDC / NCTSN – WEBINAR; Supporting Children & Adolescents During COVID19 (56 Minutes, 17 Seconds) https://youtu.be/VMXlFkg8_iw

CDC – PROTECTING Friends & Family <https://youtu.be/i7387bbel5g>

CDC – How to Clean & Disinfect your Home from COVID19 <https://youtu.be/SYEK4b6uKcM>

Mandatory trainings will be paid on a time sheet. Once you have completed all the training document your time on a time sheet and then give your time sheet, along with proof of completing the training to your site administrator.