



EMPLOYEE HEALTH & SAFETY PROCEDURES & PROTOCOLS

Fall 2020

INTRODUCTION

As we transition to opening offices in August, it is important that everyone be advised of and adhere to our Health & Safety Procedures and Protocols. With COVID-19 present in our environment for the foreseeable future, we are committed to implementing protocols and procedures that reflect current public health guidance to minimize the spread of COVID-19 and maintain workplace safety.

These procedures and protocols align with the most current Alameda County Public Health Department's Social Distancing Protocols and this document will be updated as conditions evolve. While we are going beyond the minimum sanitation guidelines, once implemented, we can adjust as appropriate when things improve further.

It is recommended that shared office spaces have a modified percentage of staff working on site together at any given time to adhere to social distancing guidelines. Administrators will work in collaboration with our District Nurses to create rotating schedules for which staff are working on site or working remotely.

THE BASICS

All staff are expected to follow Public Health Guidelines for physical distancing, face covering and hygiene, plus additional measures as noted below:

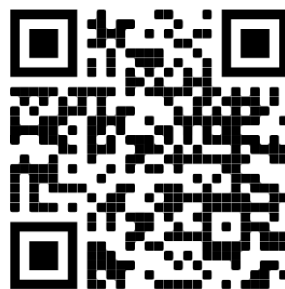
- Perform a daily self-check before coming to work.
- Do not come to work if feeling sick.
- Practice required physical distancing (6' or more).
- Use the entrance and exit door closest to your assigned work area.
- Minimize your movement around campus or your work area, staying in areas that are essential to your work duties.
- Wear a cloth face covering at all times, or a face shield with secured cloth draped across the bottom.
- Face coverings may only be removed if working in an enclosed classroom or office alone.
- Practice frequent hand washing - minimum of 20 seconds - upon entering the building, before and after meals, after using the restroom, after touching your face, and before exiting.
- As needed, extra face coverings, Clorox wipes, hand sanitizer (or disinfectant and paper towels) are available in each department. Please contact your office or custodial staff to replenish.



CHECK-IN PROTOCOLS

When you arrive at your work site each day, please follow these procedures:

- Use QR Code / LVJUSD Employee Self-Monitoring Form upon arrival daily. Each site has a unique survey and QR code which will be posted at the site and communicated by the principal. A master list can be found here: [Employee Self-Monitoring Forms](#).
- To access the form, please open the camera function on your phone and point the camera at the QR code. This will take you to an employee self monitoring form as required by Alameda County Public Health Department. Please note that you will need to take your temperature before leaving your home to make sure that you do not have a fever above 100°
- You may also complete the form at home before arriving to work by clicking the link specific to your site's [Employee Self Monitoring Form](#).
- You will need to be signed into your LVJUSD Google account to access the form.



COMMITMENT TO CLEAN

Together, we commit to keeping our work environment clean. Everyone cleans and disinfects.

All staff must complete the “Coronavirus Awareness” Keenan training video (HR will send the link directly and this should be completed during scheduled work hours).

We recommend that all employees follow posted procedures for cleaning and disinfecting individual workstations and any common areas. We are continuing daily sanitization practices that meet Alameda County Public Health Department’s requirements.

- Wash hands upon arrival and frequently throughout the day.
- Wipe down / disinfect assigned workspace.
- Maintain clutter-free surfaces and workstations for efficient and regular cleaning and disinfecting.
- Disinfect common touch points such as copiers, door handles, light switches, Sonitrol pads, etc. (Disinfectant is available).



TAKING A BREAK

When leaving your work space, please continue to maintain physical distancing and to follow extra precautions to promote good health.

- Eating of meals should take place at the individual workstation or outdoors.
- Please avoid the breakroom or congregating in conference rooms.
- Employees are discouraged from eating together, even in an outdoor setting, as this is considered a high risk for transmission.
- While bringing your own bag lunch and avoiding the common areas are the best and safest practices for mitigating spread of COVID-19, for those who need to use a refrigerator and/or microwave, please observe strict social distancing while in any common area. Always wipe down any touch points before and after use.



- Internal restrooms are currently reserved for employees, not for use by the general public.
- Face coverings must be worn when entering the restroom.
- If you need to wait in line to use a bathroom, maintain 6ft from others at all times.
- Do not congregate in bathroom area.
- Cleaner/disinfectant is available in all restrooms. It is recommended to clean and disinfect before and after each use, including wiping down handles and knobs, and sink area after washing hands.
- Everyone should take responsibility for properly using toilet seat covers.



COMMON WORK SPACES

When joining colleagues or community members in conference rooms and common areas, please keep the following protocols in mind:

- Masks must be worn at all times.
- Only enough chairs and tables will be present in offices and meeting rooms for maximum capacity to allow for physical distancing.
- Have doors and/or windows open whenever possible.
- Because of the risk of transmission, we ask that employees do not share food except for grab and go pre-packaged items.

Signage throughout the offices will remind employees and visitors to practice safety.

- QR Code/Employee Self-Monitoring Form posted at all major access points.
- Occupancy signs at every meeting room.
- Handwashing and other reminders throughout our buildings.

Bringing your child to work?

- Bringing your child/spouse to work is not something that is encouraged, but it is understood that it may be unavoidable. If a staff member who works in a self-contained workspace chooses to bring their child/spouse with them, the child (of any age) must remain in the parent's self-contained workspace under parent supervision for the entire time on campus. The exception is when/if the staff member's child needs to use the restroom. In this instance the child **MUST** be escorted to any open restroom by their parent and the touch points in the restroom must be wiped down by the parent after the child exits. This is solely the parents responsibility if bringing their child on campus is their only option. Additional "student only" restrooms will not be opened.

CARING FOR ONE ANOTHER

As we all strive to be safe and stay healthy, let's remember our commitment to supporting one another during this time.

Allergies or Illness?

Many of us experience seasonal allergies that can cause sneezing, coughing, runny nose, etc. We need to take care of one another, and trust that each of us will take responsibility to self-monitor and stay home when feeling sick.

While at work, anyone who develops symptoms that are unusual and are not related to seasonal allergies or other known conditions, should notify their supervisor and go home.

Exposure and Testing

Anyone who has tested positive for COVID-19, or has been exposed to someone who has tested positive, should contact Melissa Theide, Director of Human Resources immediately for further direction.



DOCUMENTS & RESOURCES

[State of California office workplace guidance](#)

[LVJUSD Employee Self-Monitoring Form](#)

[California COVID-19 Website](#)

[Alameda County Public Health Department Health Officer Orders](#)

[CDC Guidance for School Settings](#)

[Reminders for Using Disinfectants at Schools & Childcare Centers](#)

[CDC Environmental Cleaning & Disinfecting Recommendations](#)

