

COVID-19 Preparedness Policy for Peru Central School District

Peru Central School District is committed to providing a safe and healthy workplace for all our employees and visitors. To ensure we have a safe and healthy workplace, we have developed the following COVID-19 Preparedness Policy in response to the COVID-19 pandemic. All employees are responsible for implementing and following this plan diligently. Our goal is to mitigate the potential for transmission of COVID-19 in our workplace and community, and that requires full cooperation among our staff and visitors. It is important that we all respond responsibly and transparently to these health precautions. Only through this cooperative effort can we establish and maintain the safety and health of our employees and workplace.

This policy is subject to change as additional governmental guidelines and regulations are released. We will update you as soon as possible as to any such changes. All questions or concerns regarding this policy should be directed to the Safety Compliance Officer.

A. COVID-19 Safety Compliance Officer(s):

1. A Safety Compliance Officer (SCO) shall be designated to be responsible for implementing, monitoring and enforcing all safety plans and policies. All employees shall be advised to direct all questions and concerns regarding the Plan to the Safety Compliance Officer.
2. A Deputy/Alternate Safety Compliance Officer shall be designated to act in the Safety Compliance Officer's absence.
3. Building Managers (Building Principals, Director of Facilities and Director of Transportation) will be designated to supervise Health Screening, authorize short-term modified work location and COVID Safety Plan enforcement.
4. Reference attached: COVID-19 Safety Team Structure

B. Health Screening:

1. Employees are advised to stay home and seek medical attention if they are experiencing any of the symptoms of COVID-19.
2. All employees must complete a health screening survey prior to entering the building each day. The survey may be taken online (Parent Square app) or Paper Log.

3. All employees will take their temperature at their school entrance prior to beginning their workday. All employees are to arrive through **[Elementary Entrances E-8, E-22, E-33 & Secondary Entrances S-1 & S-22, Bus Garage B-6]** to affirm Health Screenings have been completed prior to reporting for duty. A COVID Health Station will be set up at each office to support the screening and COVID- 19 Return to Work Safety Plan.
4. A daily log will be kept indicating that a health screening survey was completed and results were acceptable and that the employee's temperature was taken and was below 100.4°F. Records of actual temperatures will not be recorded.
5. Employees with a temperature of 100.4°F or higher will be sent home. An employee must be fever free WITHOUT medication for 24 hours before returning to work.
6. If an employee starts to show symptoms of COVID-19 during the workday, he/she will be sent home immediately, and proper cleaning protocol will be followed.
7. Reference attached: COVID-19 Health Check Questionnaire

C. **COVID Related Absences:**

1. **Quarantine Requirements:**
 - a. If an employee has COVID-19 symptoms and either tests positive or did not receive a test, he/she may only return to work after completing 14 days of self-quarantine and providing a return to work note from his/her health care provider.
 - b. If an employee does not have COVID-19 symptoms, but tests positive, he/she may only return to work after completing 14 days of self-quarantine and providing a return to work note from his/her health care provider.
 - c. If an employee has had close contact with a person with COVID-19 AND is symptomatic, he/she may only return to work after completing a 14 day self-quarantine.

- d. If an employee has had close contact with a person medically diagnosed with COVID-19 and is not symptomatic, he/she must complete a 14 day self-quarantine.

2. Work from Home Requests:

- a. If an employee is feeling ill but is able to work, he/she may request permission to work from home from their Building Manager for Short Term (1-2 days) and from the SCO for long term (3 or more days).
- b. Employees are requested to report any travel outside of our region to the Safety Compliance Officer, and if it is determined that the area to which the employee traveled is an area with a high number of COVID-19 cases (based on CDC announcements), the Safety Compliance Officer may require such employee to work from home for 14 calendar days, and return to the office only if he/she is fully asymptomatic. Employees are asked not to come into physical contact with any colleagues during this time.
- c. Employees that must stay at home with their children due to schools being closed due to COVID-19 may request permission in writing to work from home from the SCO.
- d. Employees who have been in close contact with someone infected by COVID-19 must notify the Safety Compliance Officer and may be required to work from home for 14 calendar days. Employees are asked not to come into physical contact with any colleagues during this time.
- e. If a member of an employee's household has tested positive for COVID-19 or is experiencing symptoms of COVID-19, he/she must notify the Safety Compliance Officer immediately and will only be permitted to return to the office 14 calendar days after such person has fully recovered, provided that the employee is asymptomatic or has a doctor's note confirming he/she does not have the virus. Employees are asked not to come into physical contact with any colleagues during this time.
- f. Reference attached: Form to Request to Work from Home

D. Physical Distancing:

1. The reception area, conference rooms and workstations have been modified and/or reconfigured so that 6 feet social distancing may be followed at all times.
2. No congregating is permitted in any common areas or offices.
3. No more than one person may be in the copy room/copy area at any time.
4. People in a kitchen area/break room are to socially distance themselves.
5. No meals may be eaten in any common areas without at least 6 feet of social distancing between individuals. Individuals must sanitize their area when finished.
6. Employees are encouraged to limit all inter-office communication to phone, video conferencing and email to minimize close contact among staff.
7. Reference Attached: CDC Social Distancing Poster.

E. Personal Protective Equipment

1. All employees will be provided with three (3) reusable cloth face masks, a disposable face mask daily or a stipend to purchase reusable masks. Employees must wear masks at all times that they are not at their desk.
2. Disposable face masks will be available for employees and visitors.
3. Employees will receive training on putting on and removing face masks.
4. Hand sanitizing stations have been set up throughout the building. Signs have been posted to encourage frequent hand washing and hand sanitizing.
5. Gloves are available at building entrances.
6. Reference attached: CDC Mask Poster

F. Hygiene

1. Employees must wash their hands immediately upon arrival.
2. Employees will be trained on proper hand washing and good hygiene practices.
3. Employees must wash their hands or use hand sanitizer prior to using the copy, postage machines or such equipment. Alternatively, gloves may be worn while using such equipment.
4. Reference attached: CDC Hand Washing Poster

G. Cleaning and Disinfection:

1. Kitchen, bathrooms, high touch surfaces and copy rooms must be cleaned at least once daily. Cleaning rotations will be set up with assigned tasks and times. A cleaning log will be maintained, and the Building Managers will do periodic checks of the logs to ensure compliance.
2. Meeting rooms must be cleaned prior to each meeting. The meeting host is to wipe-down the tables, chairs and writing utensils with disinfecting wipes or spray prior to each meeting. All meetings must be scheduled with at least a 30-minute window between meetings to allow time for such cleaning. No one should use the meeting rooms except for in-person meetings or video conferences.
3. Employees must wipe down their individual workstations frequently with cleaning products. Cleaning products will be provided to each employee.
4. Disposable dishes are to be used at all times. If non-disposable dishes must be used for any reason, they must be rinsed with hot water and put in a bag to bring home to sanitize. No dishes may be left at any time in the sink, on the counters, or on anyone's desks.
5. No food or drink may be brought for sharing.
6. If there is a suspected or a confirmed case of COVID-19 in the office, the affected employee's area will be immediately closed off and no one shall enter the area for 24 hours. After 24 hours, the area will be cleaned and disinfected. Any common areas that were used by the affected employee must be temporarily closed to staff

and immediately cleaned and disinfected. Proper equipment must be worn at all times during cleaning.

7. Reference: COVID-19 Cleaning Log

H. Deliveries and Meetings:

1. UPS and FedEx drivers shall be informed to leave all deliveries in a designated area.
2. In person meetings should be kept to a minimum. Social distancing or mask wearing should occur at all in person meetings. Meeting tools should not be shared. Meetings should be done via telephone or video conference to the extent possible when you cannot socially distance.
3. If in person meetings are necessary, the Building Manager must coordinate the scheduling of such meetings to ensure that scheduling guidelines are followed. Visitors should be advised to call the office upon arrival so that the clerical staff may unlock the doors for them to enter.
4. Visitors may not be permitted access to the building if they are not wearing an appropriate face covering. Visitors should be notified of this when appointments are scheduled.
5. Visitors must complete a health screening survey prior to entering the building. Visitors should be advised of this requirement when their appointment is scheduled, and the survey should be provided to them in advance to the extent possible.
6. Visitors must be shown immediately to the meeting room and may not be permitted to wait in any common area.
7. Visitors should also be advised to reschedule their appointment if they are feeling ill or are experiencing any COVID-19 symptoms.
8. The Building Manager must keep a log of visitors entering the building including their name, date and time of visit, staff members they met with and contact phone number.
9. A meeting log needs to be created whenever a meeting is held within a building. The information is collected by the host of the meeting and turned into the Building Manager at the conclusion of the meeting. The log must contain the following information date, time, location, duration and individuals involved in the meeting.

10. Visitors who are dropping off or picking up documents and students should be met outside the building to minimize visitors entering the building.
11. No guests or visitors other than those attending necessary meetings shall be permitted in the building at any time. Any food deliveries shall be received outside the building.
12. Reference attached: COVID-19 Meeting Log

I. **Communication:**

1. Signs have been posted throughout the building.
2. Safety training will be provided to all staff. This training will be updated and repeated as necessary based on new guidance and policy changes.
3. Employees will be provided with a copy of the policy and will sign an acknowledgement indicating their receipt and training on such policy.
4. Reference attached: CDC Handout How to Stop the Spread