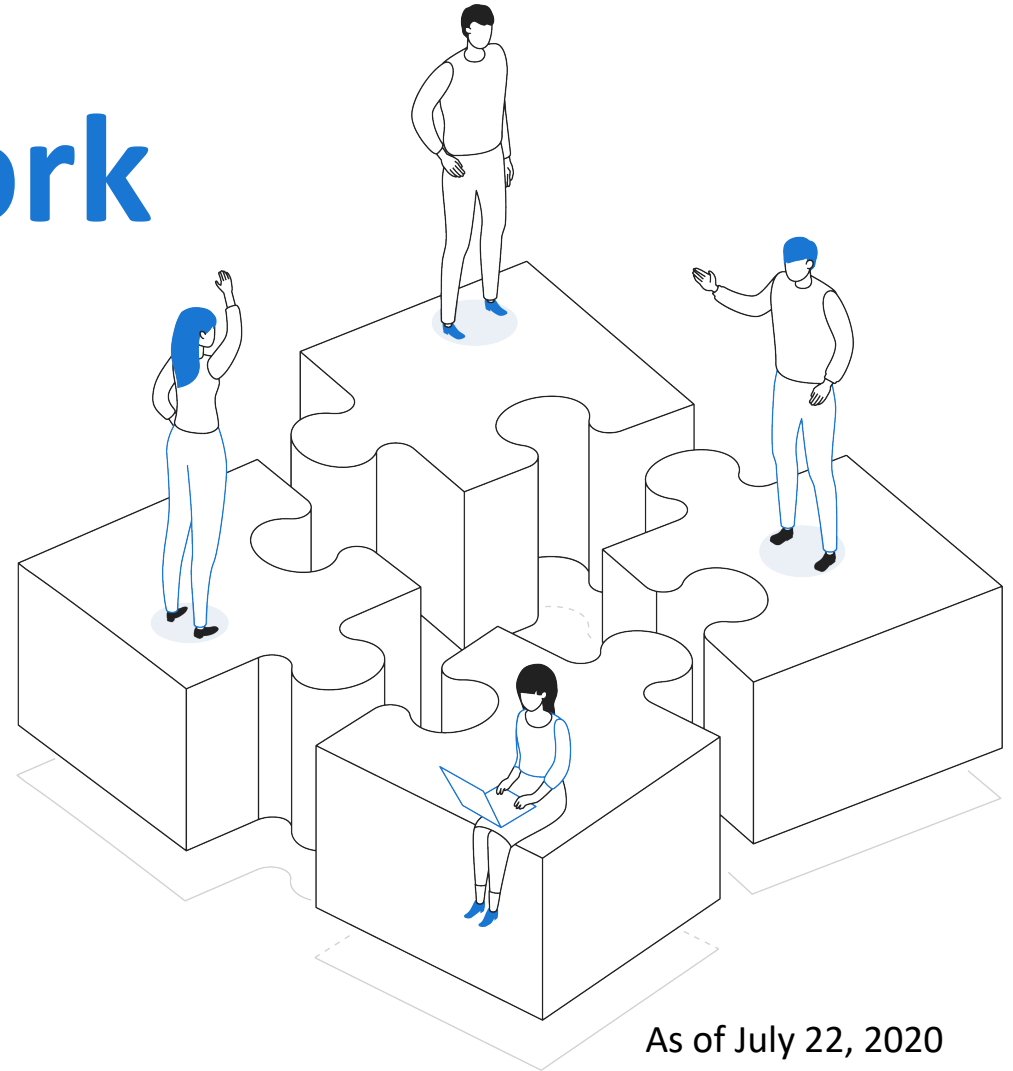


Return-to-Work Guide for Employees



As of July 22, 2020

Welcome back!

As we return to work and begin this “new normal” in our workplace, we understand that many employees are concerned about safety as well as the changes to company policies and procedures that we have implemented. We want every employee to be assured that we are taking your concerns and the well-being of our employees seriously.

The information provided in this training aligns with recommendations from federal and state resources, including the Centers for Disease Control and Prevention, Arizona Department of Health Services, and Yuma County Health Department.

Reopening Plan

The Board approved the District's Reopening plan on June 23, 2020. This plan will be adjusted as needed to meet State and County guidelines and other authoritative sources to ensure the District is current and compliant.



Somerton School District No. 11

*Children, Our Priority
Personal Best, Our Goal*

PHASED APPROACH

Phase 1: ALL REMOTE (Current model to start 2020/2021)

- Governing Board identifies High Risk for COVID-19`
- No students – Remote Instruction
- Personnel preferably Work from Home or on site as needed

Phase 2: HYBRID MIXED MODEL

- Governing Board identifies Moderate Risk for COVID-19
- Students – Some In Person Classroom with Some Remote Instruction
- Personnel preferably work on site or Work from Home as needed – Supervisor to determine need and approve assignment

Phase 3 : ALL AT SCHOOL

- Governing Board identifies Low Risk for COVID-19
- Students – Remote Instruction or In Person Classroom
- Personnel preferably On Site



Sample of Site Protocols/Practices

- All employees and visitors entering our buildings will be screened for COVID-19 symptoms and possible exposure.
- Hand sanitizer is provided throughout the building.
- Posters are displayed with reminders on how to prevent the spread of germs.
- Business hours may be modified to allow for staggered work shifts to reduce the number of people in the building at one time.
- Workspace layouts and seating arrangements to be revised to allow for social distancing.
- Meeting rooms, break rooms and other communal areas have reduced seating and capacity limits.
- Hallways and stairways are marked as one-way to reduce face-to-face traffic.
- Business travel remains restricted to essential travel only.
- **Each Site/School will need submit their Site-Specific Protocols to HR**



Cleaning Personal Workspaces

- Common areas and frequently touched surfaces are being cleaned daily. Cleaning supplies will be available, and employees must clean and disinfect workspaces throughout the workday as needed.
- Practice personal responsibility by disinfecting frequently touched surfaces in your personal work area once a day minimum:
 - Computer keyboard and mouse
 - Doorknobs or door handles
 - Light switches
 - Tables, desks, and countertops
 - Telephones (Personal cell phones included)
 - Tools and other equipment
 - Communal areas- shared equipment, tables, handles, copiers
- Follow cleaning product instructions when cleaning your work areas.
 - Spray the cloth – do not spray electronics directly



What you can do:

- Stay home or go home if you are sick.
- Maintain 6 feet social distancing practices in the workplace.
- Wash your hands frequently for 20 seconds or use hand sanitizer
- Cover your nose and mouth when sneezing or coughing.
- Avoid touching your face.
- All employees must wear a face covering while on school property
- Replace handshakes with head nods and waves.
- Avoid using other employees' phones, desks, offices or other work tools and equipment, when possible.
- Talk to your manager if you have concerns specific to your circumstances, such as a health condition that places you or someone in your household at high risk.
- Follow all company policies and practices.
- Be kind. Understand that this is a stressful time for everyone, and an extra bit of kindness right now can go a long way.



Modeling Behaviors

- As a District employee it's important you understand we're showing other employees, students, and the community how to behave in our environment.
- Providing a sense of assurance that we are following the guidelines, that will increase their confidence in us.
- We influence the behavior of others to be more attentive to safety precautions.



Training & Communication

- All staff will be trained on implementation of these protocols
 - Use of PPE and Supplies
 - Cleaning and Disinfecting
 - Other Measures
- District is currently creating Training for all staff
 - Please provide input/feedback based on today's presentation
- iVisions Employee Portal
 - Valuable resources/ADHS Communication Materials
 - Video PSAs
 - Flyers
 - English/Spanish
- Tutorials
 - Various shared with staff on new Families First Coronavirus Response Leave Act (FFCRA) leave procedures



Note: Guidance is ever changing

Supplies Distributed

Teachers

- Face Shield

Students

- Face Coverings (5) – (To be distributed)
- Hand Sanitizers (Donated – To be distributed)

All Other Staff

- Face Shields (Provided to a few departments to use as needed)
- Face Coverings – (To be distributed)
 - Some masks were donated to District
 - Maximum 5 face coverings per Employee – Contact your site COVID-19 Coordinator if employee needs one

Other Supplies

- Barriers
- Thermometers
- Signage
- Cleaning Supplies for Personal Spaces (To be distributed)

Sites can provide supplemental cleaning supplies or PPE from their site budget as desired.

Frequently Asked Questions



Can I continue to work from home?

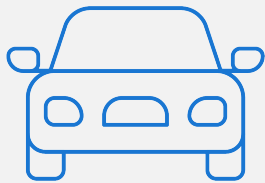
All employees are expected to report to work to their assigned work location unless there is a legitimate reason for continued Work from Home, such as an employee with a compromised immune system or caregiving responsibilities that prevent the employee from returning to the workplace temporarily. You should discuss your specific circumstances with your manager to get approval to continue to work remotely. Inform the HR Office if you need ADA accommodations.



Is it safe to return to work?

We are taking every precaution to ensure our workplace is safe. We are following federal health and safety guidelines as well as guidance from our state and local governments. We are implementing practices to keep all areas clean, requiring face coverings to avoid the spread of the virus, and social distancing practices to keep our workplace healthy. **We are evolving our practices as new information is available.**

Frequently Asked Questions, cont.



What if I can't get to work?

It is likely that some employees will have to change their normal commuting practice. Using mass transit may not be an option or may be considered too risky for some. You should take steps now to identify all potential options for a safe commute, such as using a personal vehicle or ride-share services. If you have difficulty with transportation to work, please discuss this with your manager.



How will staggered work shifts impact me?

Managers may decide to stagger the start and end times of work shifts to reduce the number of people coming and going at any particular time. For example, instead of everyone working 7:30 a.m. to 4:30 p.m. and entering the building, coffee areas, etc. at the same time, we will have some employees start and end their day a bit earlier or later than their traditional hours. Your manager will meet with you to discuss a schedule that works for you. Managers may temporarily designate additional communal areas for staff to spread out during lunch/break times.

Frequently Asked Questions, cont.



Do I have to answer medical questions when reporting to work?

All employees and visitors will be required to answer questions regarding COVID-19 symptoms before entering our buildings. Individuals who refuse to answer health screening questions will not be permitted entry into the building. Employees will be marked with an unexcused absence in these circumstances and may be subject to disciplinary action. Please see your employee handbook/policies regarding use of paid and unpaid leave for unexcused absences.



What should I do if I feel sick?

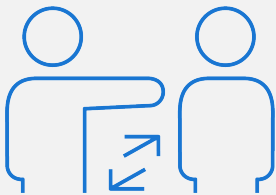
Employees who feel sick should notify their manager per the company policy and not report to work. If you are already at work and begin feeling sick, you should notify your manager and go home immediately. Employees can utilize accrued paid-time-off hours and/or other paid leave that may be available. Contact Human Resources for more information on available paid time off and follow TCP procedures to report your absence.

Frequently Asked Questions, cont.



Do I have to wear a mask at work?

Yes, employees need to wear a face coverings and employees may choose to wear a mask if they desire. Employees in positions with frequent person-to-person contact may be required to wear masks. If masks are mandated by law and you have a medical condition that restricts you from wearing one, please speak with your Manager.



Will we continue to have in-person meetings?

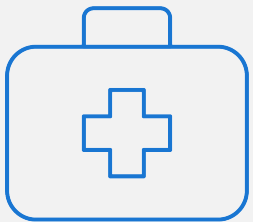
In order to promote social distancing in the workplace, some meetings will need to be restructured. You may be asked to attend an in-person meeting with limited attendees in a space that is large enough to allow for distancing between participants. In addition, some meetings will include a virtual option for employees to participate from their personal workspace. The meeting organizer and your manager can provide you with guidance specific to your role.

Frequently Asked Questions, cont.



What if someone in my household is positive for COVID-19 virus?

Should an employee family member contract COVID-19 there is a possibility of the employee being exposed to the virus. Employee needs to report this to the HR office and self-isolate or quarantine for 10 days from date of exposure. Employees who have been potentially exposed will be sent home and asked to Work from Home for 10 days from date of exposure. If employee has symptoms, DO NOT report to work until cleared by HR. If no remote work is available employee will have to use any accrued leave for absences.



What if employee takes COVID-19 test, should they report to work?

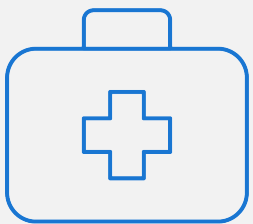
Employees who are having symptoms and possibly have been exposed should NOT report to work until they are symptom free for 10 days from exposure date. Employees should be tested 5 days after possible exposure to ensure they are negative. Employee should Work from Home for 14 days or until negative test result is received with no symptoms. If no remote work is available employee will have to use any accrued leave for absences.

Frequently Asked Questions, cont.



How will positive cases of COVID-19 be handled in the workplace?

Despite all precautionary measures, there is always a risk of workplace exposure to communicable diseases. Should an employee contract COVID-19 and expose others in our workplace, we will immediately inform all employees of the possible exposure. Employees who have been potentially exposed will be sent home and asked to Work from Home for 14 days. A thorough cleaning of the workspace used by the infected individual will be conducted after the area has been closed off for at least 8-24 hours. Employees must report positive test results to the HR Office.

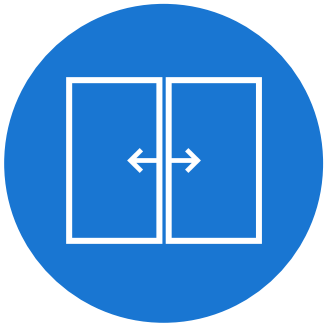


Do I have to pay the health insurance premiums that I missed while I was not working?

Employees are responsible for paying their portion of health insurance premiums that were missed while on unpaid leave or furlough. Employees have several options for paying these premiums including a lump-sum payroll deduction or a series of deductions spread over time. You will be contacted by the Payroll Department to make arrangements for these payments.

Changes You May See at Work

In the months to come, we will continually be monitoring the pandemic circumstances and will consider implementing technology to keep our workplace safe going forward. Some of the new technology you may experience at any of our worksites include:



**Office Protective
Barriers**



**Smartphone apps for
timeclock entries**



**Social Distancing
of 6 feet**



**Face Covering or
Masks**



Regular Hand Washing

Questions?

We are here to help keep employees safe. Our office is working to monitor Federal, state, local, and other specific requirements as well as with public health recommendations from CDC, OSHA, and the State to maintain and follow the most current guidance and other best practices for worker protection. We need employees to do their part by to stay safe and healthy!




Emma
Rubio

**District Health
Services Manager**



Alex Galvan

**Human Resources
Specialist**




Esperanza
Rodriguez

**Director of HR &
Special Projects**



Mary
Chavira

**Human Resources
Specialist**



COVID-19
Coordinator
at Sites or
Schools

**Check with your
Secretary for Contact
Name**