

Addendum to Staff Handbook Concerning Pandemic Workplace Protocols

The following workplace protocols will be in effect during the COVID-19 Pandemic. These mandatory protocols are designed to mitigate your exposure to COVID-19 in the workplace, but will not necessarily prevent you from nevertheless contracting the disease. The following protocols may be amended from time to time at the discretion of the District Administrator as COVID-19 guidance and recommendations continue to evolve and/or circumstances dictate.

1. BEFORE REINTEGRATION INTO THE OFFICE ENVIRONMENT THE STAFF PERSON WILL COMPLETE THE FOLLOWING SURVEY

- a. Timing of Completion of the Survey: The following ADA-Compliant Pre-Pandemic Employee Survey shall be submitted prior to your return to work. Staff who are working exclusively at home do not need to return the survey until immediately before they return to work. Please submit this form to Dr. Ryan Krohn (*a separate document containing only this survey will be sent to you which can be filled out and submitted via email*).
- b. Purpose of the survey: The survey gives staff the opportunity to state whether they believe they are unable to physically return to work in the school district facilities for one of the reasons identified in the survey without stating which factor is the basis for their not wanting to return to work. Employees who believe they can physically return to the school district facilities (none of the factors identified prevent them from returning to the office) should check “no.” Note that other parts of this Addendum address circumstances under which staff are prohibited from returning to work in their traditional, physical work location within the school(s).
- c. Directions: Answer “yes” to the whole question without specifying the factor that applies to you. Simply check “yes” or “no” at the bottom of the page.
- d. Confidentiality: Your survey responses will remain confidential to the extent allowed by state and federal law. Only authorized key administrators and/or staff members will have access to your survey responses on a “need-to-know” basis. In light of the COVID-19 pandemic, are you **unable** to come to work because of any one of the following reasons:
 - i. Schools or day-care centers are closed, and I need to care for a child;
 - ii. Other dependent care services are unavailable, and I need to care for other dependents;
 - iii. Public transport is sporadic or unavailable, and I am unable to travel to work; and/or;
 - iv. Either you or a member of your household fall into one of the categories identified by the CDC as being at high risk for serious complications from the pandemic influenza virus or COVID-19, and you are being advised by public health authorities not to come to work (e.g., pregnant women; persons with compromised immune systems due to cancer, HIV, history of organ transplant or other medical conditions; persons less than 65 years of age with underlying chronic conditions; or persons over 65).
- e. Answer: YES _____, NO _____

2. **STAFF SHOULD WORK AT HOME IF POSSIBLE**

- a. Staff members who can, should continue to work remotely provided that you have made arrangements with your supervisor and your supervisor has authorized you to work remotely. Not every employee will be allowed to work remotely even if an employee believes that he or she can successfully perform work duties from home.
- b. Employees having productivity or technical problems when working at home should immediately discuss the problem with their supervisor and/or information technology staff. Working in the school district facilities may be one of a range of options considered to resolve the technical issues.

3. **BEFORE ARRIVING AT WORK SITE (SCHOOL DISTRICT FACILITY, MEETING LOCATION, OFF-SITE LOCATION, ETC.)**

- a. You are required to do all the following before arriving at the worksite, office, meeting location, school district, etc.
 - i. Talk to your supervisor about your work schedule: For those employees who come into the school district's facilities, flexible work hours and arrangements may be available or even required. Although the District retains the right to ultimately set your work schedule and hours, the District *may* take into consideration specific employee circumstances and/or requests on a case-by-case basis.
 - ii. Monitor your health: Employees must take their temperature and monitor their personal health prior to coming to the work site (office, meeting location, school building, etc.).
 - 1) **Employees must stay home if they exhibit any of the following symptoms in isolation or combination**: Fever of 100.4° F or more, chills, cough, shortness of breath or sore throat, loss of sense of smell/taste; muscle fatigue/body aches, nausea, vomiting, or diarrhea.
please monitor the CDC's website at:
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
 - 2) **Employees must stay home if they are diagnosed with COVID-19.** (see return to work in section 5, below). *For more information, please monitor the CDC's webpage at*
<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>
 - iii. Stay home if an individual you reside with has COVID-19: Employees who are well, but have a family member or individual they reside with at home who is sick with COVID-19, must immediately notify their supervisor and stay home. Families First Coronavirus Response Emergency Leave or other staff handbook leave provisions (sick leave for example) may apply and be available upon request. If you do not wish to take leave and believe that you are able to continue to work from home, the District may grant such a request after taking all considerations into account on a case-by-case basis.
 - iv. Notify your supervisor if you are home sick: Employees should notify their supervisor and stay home if they are sick. Families First Coronavirus Response

Emergency Leave or other staff handbook leave provisions (sick leave for example) may apply and be available upon request. (Additional information on how to access leave for your illness is contained in the Employee Handbook in the sections pertaining to Sick Leave and Medical Leave.

- v. Specific period of leave depending upon symptoms: Employees who have symptoms of respiratory illness must stay home and may not come to work until they are free of fever (>100.4°F) AND/OR respiratory symptoms (for example, cough, shortness of breath, sore throat) for at least three days (72 hours) without the use of fever-reducing medicine AND seven days have passed since symptoms first appeared.
- vi. Specific period of leave depending upon exposure to COVID-19: Employees who have been exposed to a person with COVID-19 must stay home from work and self-monitor as set forth below.
 - 1) Consistent with current Wisconsin Department of Health Services recommendations, employees who are told they have a medium or high-risk exposure shall not physically report to work for 14 days during which time they should monitor for symptoms and/or fever. Employees must immediately notify their supervisor of such exposure and make arrangements to continue to work from home if the employee's supervisor determines that such a work-from-home arrangement is practicable. If an employee shares with the District that they have COVID-19 infection, the District will inform local health officials and notify fellow employees of their possible exposure to COVID-19 in the workplace. The District will maintain confidentiality as required by the Americans with Disabilities Act (ADA) and will not disclose the employee's identity or anything about the employee's illness with other staff members who do not have a "need-to-know." Individuals who are asymptomatic and have no knowledge of being exposed to someone with COVID-19 can attend work in person as scheduled, unless they have a possible [travel exposure](#), subject to the other recommendations and requirements in this Addendum.

Currently these symptoms include but are not limited to, for example, fever, chills, cough, shortness of breath, or sore throat. Source: [EEOC Pandemic Preparedness in the Workplace and the Americans with Disabilities Act.](#)

4. UPON INITIAL ARRIVAL AT THE WORKSITE

- a. Employees who are experiencing any of the following symptoms must not enter the worksite and must instead return home.
 - i. Fever
 - ii. Chills
 - iii. Cough
 - iv. Shortness of Breath
 - v. Sore Throat
 - vi. Nausea, Vomiting, and/or Diarrhea

- b. **Questions:** You will be verbally asked a series of questions regarding your health. Those questions are as follows. Are you experiencing any of the following?
 - i. Fever
 - ii. Chills
 - iii. Cough
 - iv. Shortness of Breath
 - v. Sore Throat

- c. **Temperature Screening:**
 - i. You will also need to undergo a screening for a fever using a touchless thermometer.
 - ii. Employees who did not have a fever upon leaving work, but believe they have one upon arrival, may access a touchless thermometer which will be available for staff in the Health Room. Staff using the touchless thermometer shall follow posted directions regarding thermometer use and disinfecting measures.
 - iii.** Employees who become ill with symptoms of influenza-like illness at work during a pandemic must leave the workplace, except as provided for below. This means that, if you report when you are sick or experiencing fever (>100.4°F) AND/OR respiratory symptoms (for example, cough, shortness of breath, sore throat, chills), you will be directed to immediately go home. If you are unable to go home, you will be isolated in an alternative health room until such time as you can return home or you will be referred for medical assistance.
- d. Engage prevention practices as set forth in section 6.

5. RETURN TO WORK

An employee who intends to return to work following a COVID-19 related absence, must (a) notify the District of the date he/she intends to return at least (2) work days in advance of the intended return date, and (b) submit with his/her request to return a doctor's note certifying that the employee is fit for duty.

6. IMPLEMENTATION OF PREVENTION PRACTICES IN THE WORKPLACE

- a. Social Distancing: As districts are aware, various local, state, federal authorities continue to recommend (if not require) that individuals stay home to the extent possible and if not, maintain at least 6-feet of physical space from other individuals. Consequently, districts may have to:
 - i. Adopt flexible scheduling to reduce the number of employees in a facility at any given time.
 - 1) Supervisors and employees may establish staggered shifts, break or lunch times, and work hours.
 - 2) Supervisors and employees may establish procedures to reduce in-person contact during the entry to and exit from facilities.
 - ii. Allow or require employees to work remotely to the extent practicable.
 - iii. Restrict access to common areas:

- 1) Supervisors and employees may establish staggered times to use shared spaces, including bathrooms, break rooms, lunchrooms, etc.
 - 2) Supervisors may designate certain areas as “off-limits” without pre-approval.
- iv. Ban or restrict in-person meetings, in-services, training, etc. to the extent practicable:
- 1) If in-person meetings or conversations are allowed (as is likely unavoidable to a certain extent), consider (1) requiring such conversations to take place in open-doored offices and/or settings with enough space to allow for social distancing and proper ventilation (unless otherwise authorized), (2) banning conversations and gatherings in congested locations such as hallways, bathrooms, and break rooms, (3) requiring the use of face coverings (see below), and (4) requiring the use of technology for communication purposes to the extent possible.
 - 2) Consider alternatives to in-person staff prep, development, in-service, planning, and training days.
- v. Require Face Coverings:
- 1) Districts must decide whether the use of face coverings will be required, and if so, in what settings and contexts (e.g., at all times, when social distancing is not possible, during face-to-face conversations, in common and/or congested areas, etc.). Understand that ADA reasonable accommodations may be required for employees with disabilities that would restrict their ability to use face coverings.
 - 2) Districts must decide whether employees who have been diagnosed with COVID-19 or have been exposed to COVID-19 must take additional precautions with respect to wearing face coverings (e.g., “Employees must wear a face covering at all times while in the workplace for 14 days after last exposure.”)
 - 3) Districts must decide whether they will provide employee face coverings and whether certain OSHA regulations require face coverings to meet OSHA approved standards. There may be particular positions where the essential functions of the position require the employee to have personal protective equipment. In such circumstances, the District shall provide such personal protective equipment to such employees. Districts should decide where to post informational posters regarding proper use, maintenance (including disinfecting procedures, if any), and disposal of face coverings and whether they will also provide this information via other means (e.g., website postings, emails, etc.).
- vi. Prohibit non-essential work-related travel and discourage personal travel. See DHS [guidance on travel-related restrictions](#).
- vii. Place tape or some other marker to establish the appropriate social distance near copiers, elevators, the front desk, appliances, etc.
- viii. Prohibit hand shaking, fist bumping, or other forms of physical contact unless connected to a medical emergency.

- ix. Restrict non-essential visitors, including, but not limited to, contractors, suppliers, and vendors.
- b. Sanitation and Hygiene
 - i. Districts must consider establishing and providing personal hygiene “best practices” and requirements to employees and the means for providing the employees with this information. For example, [the CDC has advised](#) that washing hands with soap and water is the best way to get rid of germs in most situations. Hand sanitizer may be used when hand washing with soap and water is not possible but should not be substituted when hand washing is possible. Employees touch many public surfaces on their way from home to the office and should wash their hands shortly after entering the office.
 - ii. Encourage employees to avoid touching their eyes, nose, mouth, and face coverings with unwashed hands.
 - iii. Establish requirements and procedures with respect to employee responsibilities to clean and disinfect frequently touched surfaces on a daily or even more frequent basis. See the [CDC’s COVID-19 Disinfection Guidance](#).
 - iv. Consider providing hand sanitizer and disinfectant wipes throughout district facilities for staff to use, including near high-touch areas such as copiers, telephones, keyboards, printers, microwaves, touch screens, etc.
 - v. Consider whether propping open certain doors would be feasible without violating other security, safety, and/or pupil records protocols.
 - vi. Consider providing or making use of hands-free enabled technologies.
 - vii. Consider prohibiting food sharing and restricting food preparation and storage on school grounds and in school microwaves, refrigerators, and/or freezers.
 - viii. Consider prohibiting the use of District water fountains (*or “bubblers” if you prefer*).
 - ix. Consider prohibiting or discouraging employees from using other workers’ phones, desks, offices, or other work tools and equipment, when possible and requiring employees to disinfect equipment after each use if such use is unavoidable.
- c. Cleaning and Disinfecting:
 - i. Districts must work with their maintenance and custodial staff to establish appropriate cleaning and disinfecting procedures and requirements.
 - ii. Districts should also consider working with maintenance and custodial staff to improve air quality, filtration, and ventilation where possible.
 - iii. Consider requiring employees to notify their supervisor of the need for cleaning staff attention to particular areas that appear to be unsanitary.
- d. Educate Employees on Additional Preventative Measures and Resources: Consider providing additional training, information, and posters and displaying informational pieces and posters in prominent areas in addition to any other communication methods (e.g., email, website postings, etc.). For example:
 - i. [Stop the Spread of Germs](#)
 - ii. [The Symptoms of Coronavirus Disease 2019](#), and [Stay Home When You Are Sick](#).
 - iii. CDC [communication materials](#)

- e. Additional Considerations. When considering operational decisions, districts should:
 - i. Act as though symptomatic individuals have COVID-19 until they know otherwise.
 - ii. Act quickly to prevent spread (implement containment and disinfecting measures immediately).

Sources and Workplace Education Posters:

Sources:

- Wisconsin Department of Health Services
<https://www.dhs.wisconsin.gov/covid-19/employers.htm>
- Equal Employment Opportunity Commission's Pandemic Preparedness in the Workplace and the Americans with Disabilities Act
<https://www.eeoc.gov/laws/guidance/pandemic-preparedness-workplace-and-americans-disabilities-act>
- Equal Employment Opportunity Commission's "What You Should Know about COVID-19 and ADA Rehabilitation Act and Other EEO Laws"
<https://www.eeoc.gov/wysk/what-you-should-know-about-covid-19-and-ada-rehabilitation-act-and-other-eeo-laws>
- CDC Interim Guidance for Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/critical-workers-implementing-safety-practices.pdf>
- CDC Workplace Decision Tree
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/workplace-decision-tree.pdf>
- CDC Child Care and Guidance
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>
- CDC Reopening America Guidance
https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf
- OSHA Guidance on Preparing Workplaces for COVID-19
<https://www.osha.gov/Publications/OSHA3990.pdf>
- OSHA Guidance Summary Document – Ten Steps All Workplaces Can Take
<https://www.osha.gov/Publications/OSHA3994.pdf>
- WEDC website at:
<file:///S:/Aggregated%20General%20Information/COVID%2019/COVID-19-General-Guidelines%2020200508.pdf>
- [U.S. Environmental Protection Agency \(EPA\) - Disinfectants;](#)

Workplace Education Posters Include the following (*these are hyperlinks*):

- [Considerations for High Risk Individuals](#)
- [How to Wear and Remove a Mask](#)
- [Identifying the Latest COVID Symptoms](#)

- [Preventing the Spread of COVID](#)
- [Returning to Work after COVID](#)
- [Stay Home From Work if you are Sick](#)
- [Stop the Spread of Germs](#)
- [Ten Steps All Workplaces Can Take to Reduce Risk of Exposure to Coronavirus](#)
- [Wash Your Hands for 20 Seconds](#)
- [What You Should Know About COVID to Protect Yourself and Others](#)

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