



COVID-19
SAFELY RETURNING TO WORK
REQUIRED TRAINING
INFORMATION FOR EMPLOYEES

July 1, 2020

To Elizabeth Public Schools employees:

Welcome back to work!

You'll notice various changes in the way our workplace looks as well as new practices and protocols. We understand these changes may be difficult and we are here to support you. Our goal is to collaboratively ensure you feel safe and secure so together we can navigate the complexities of our "new normal."

Here are some things we are implementing to help keep our workplace safe and to support you:

- More frequent cleaning and sanitizing.
- Access to hand sanitizer throughout the workplace.
- Access to our employee assistance program (EAP) and other mental health resources (contact HR or Mr. Cuesta, Chief of Operations (cuestafr@epsnj.org) .
- Staggered shifts so fewer people are on-site at one time.
- More frequent communications on our business, projections, new policies and requirements, your health and safety, and measures we are taking to support you and our community.
- New limits on the number of people allowed to gather in rooms, conference rooms, and communal areas at one time.

Here are some things we expect you to implement to help keep our workplace safe:

- Go home if you feel sick.
- Wash your hands often, and for the recommended 20 seconds.
- Stay at least 6 feet apart when moving through the workplace.
- You will be required to wear a face mask or cloth face covering in the workplace.
- Be considerate of your co-workers (remember, we're all in this together).
- Call, email, message, or video conference as much as possible rather than meet face to face.
- Be conscious and understanding of your co-workers who may be dealing with child-care issues, illness or loss of loved ones, and other issues.
- Speak with your supervisor, or HR if you have questions or concerns.

The health and safety of our team members is a shared responsibility. The school district has established guidelines and will continue to communicate requirements and recommendations to all team members. In order to maximize health and safety, all involved must work collectively to take precautions, practice safe

behavior, and observe social distancing measures.

The training information for employees will:

- Describe medical concerns regarding COVID-19
- Describe safety protocols and behavioral changes that will reduce the spread of the virus

Thank you for your patience and cooperation, and welcome back to the Elizabeth Public Schools.



Olga Hugelmeier
Superintendent of Schools

Safely Returning To Work Required Employee Training

General Guidance

Employee Screening

The shared responsibility for the health and safety of team members of the Elizabeth Public Schools during the pandemic begins each day with an assessment. Our school nurses will be available at the start of the day (8:00 a.m.) to take the employee's temperature. In addition, every employee undertaking a self-assessment – monitoring for signs and symptoms of COVID-19 before reporting to work. If an employee does not feel well or is sick, the employee must stay home.

School Community Safety Practices

Employees should note that Personal Protective Equipment (PPE) is required. The District will provide face coverings, gloves and hand sanitizer at all locations. Certain positions and environments will require use of PPE (i.e. medical-grade masks, gloves, goggles, gowns).

Face Coverings: Face coverings must be worn by all persons when in the presence of others (within six feet). Appropriate use of face coverings is critical in minimizing risks to others, as a person could spread COVID-19 to others even if the person does not feel sick. Note that the face covering is not a substitute for social distancing, and the primary purpose of masks is to protect others, not self.

ID Cards: Given that face coverings will be commonplace, EPS ID cards must be worn at all times in all buildings.

Sign-In log: Department heads must implement a visitor sign-in log, using the template provided in the Covid-19 Related Resources section of this Guide or an electronic version that captures the necessary information. Records must be retained and be readily accessible.

Building Entry/Reception Areas: Where crowding of entrances may occur, departments should be flexible on employee arrival and departure times to reduce congestion during typical “rush hours” of the business day.

Building lobbies/ Reception areas will have signage installed describing required face covering use, social distancing, and gathering protocols. Building lobbies will have hand sanitizer stations in strategic locations and self-assessment forms. Seating in lobbies or waiting areas may be removed to promote social distancing and clear lanes of travel.

Dining areas may have tables and chairs removed, to restrict the number of people in the room and encourage social distancing. Medium- and large-sized conference and meeting rooms may have revised maximum occupancies posted, and furniture removed or rearranged accordingly.

Visitors: Only visitors for a legitimate business purpose are permitted in workplaces.

PROTECT YOURSELF

Source: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing serious complications from COVID- 19 illness. More information on [Are you at higher risk for serious illness](#).

KNOW HOW IT SPREADS

There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19). The best way to prevent illness is to avoid being exposed to this virus.

The virus is thought to [spread mainly from person-to-person](#).

- ☐ Between people who are in close contact with one another (within about 6 feet).
- ☐ Through respiratory droplets produced when an infected person

coughs, sneezes or talks.

- ☐ These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- ☐ Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

STEPS EVERYONE SHOULD TAKE

WASH YOUR HANDS OFTEN

- ☐ [Wash your hands](#) often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- ☐ If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- ☐ Avoid touching your eyes, nose, and mouth with unwashed hands.

AVOID CLOSE CONTACT

- ☐ Avoid close contact with people who are sick, even inside your home. If possible, maintain 6 feet between the person who is sick and other household members.
- ☐ Use a separate bathroom if possible or disinfect after use.
- ☐ Put distance between yourself and other people outside of your home.
- ☐ Remember that some people without symptoms may be able to spread virus.
- ☐ [Stay at least 6 feet \(about 2 arms' length\) from other people.](#)
- ☐ Do not gather in groups.
- ☐ Stay out of crowded places and avoid mass gatherings.

- Keeping distance from others is especially important for [people who are at higher risk of getting very sick](#).

COVER YOUR MOUTH AND NOSE WITH A CLOTH FACE COVER WHEN AROUND OTHERS

- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a [cloth face cover](#) when they have to go out in public, for example to the grocery store or to pick up other necessities.
 - 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.

COVER COUGHS AND SNEEZES

- If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

CLEAN AND DISINFECT

- [CDC/EPA Cleaning & Disinfecting Guidance](#)
 - Clean AND disinfect [frequently touched surfaces](#) daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
 - If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection.
 - Then, use a household disinfectant. Most common [EPA-registered household disinfectants](#) will work.
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HOW TO SCREEN YOURSELF FOR SYMPTOMS

Source: https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fsymptoms-testing%2Findex.html

WHAT YOU NEED TO KNOW

- ☐ Anyone can have mild to severe symptoms.
- ☐ Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness.

WATCH FOR SYMPTOMS

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- ☐ Cough
- ☐ Shortness of breath or difficulty breathing
- ☐ Fever
- ☐ Chills
- ☐ Muscle pain
- ☐ Sore throat
- ☐ New loss of taste or smell

This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

WHEN TO SEEK EMERGENCY MEDICAL ATTENTION

Look for emergency warning signs* for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately

- ☐ Trouble breathing
- ☐ Persistent pain or pressure in the chest
- ☐ New confusion
- ☐ Inability to wake or stay awake
- ☐ Bluish lips or face

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.

CARING FOR YOURSELF OR OTHERS

- ☐ [How to protect yourself](#)
- ☐ [How to care for someone who is sick](#)
- ☐ [What to do if you are sick](#)

MORE INFORMATION

- ☐ [Older Adults](#)
- ☐ [People at Higher Risk for Severe Illness](#)

COVID-19 RELATED RESOURCES

COVID-19 Daily Self-Checklist

Review this COVID-19 Daily Self Checklist each day before reporting to work. If you reply YES to any of the questions below, STAY HOME and:

- Contact your supervisor and
- Human Resources

Contact a healthcare provider for guidance to determine if testing is warranted. Individuals can call:

- Their primary care provider.

If an employee has tested positive for COVID-19, a doctor's note will need to be provided upon returning to work.

If an employee is experiencing symptoms, the primary physician needs to be notified. Employees must be fever-free for 72 hours (3 days), fever free with-out any fever reducing medication and 7 days of self-isolation.

If you start feeling sick during your shift, follow steps above.

COVID-19 Daily Self Checklist

Do you have a fever (temperature over 100.4F) without having taken any fever reducing medications?

☐ Yes ☐ No

Loss of Smell/Taste?

☐ Yes ☐ No

Muscle Aches?

☐ Yes ☐ No

Sore Throat?

☐ Yes ☐ No

Cough?

☐ Yes ☐ No

Shortness of Breath?

☐ Yes ☐ No

Chills?

☐ Yes ☐ No

Headaches?

☐ Yes ☐ No

Have you experienced any gastrointestinal symptoms such as nausea or vomiting, diarrhea, loss of appetite?

☐ Yes ☐ No

Have you, or anyone you have been in close contact with been diagnosed with COVID-19, or been placed on quarantine for possible contact with COVID-19?

☐ Yes ☐ No

Have you been asked to self-isolate or quarantine by a medical professional or a local public health official?

__Yes __No

Visitor Log Information and Form

Department heads must carefully consider the need for in-person meetings and invite visitors with legitimate business purpose selectively.

All Visitors must sign in using the host department's sign-in log. The log must contain:

- Date and time
- Name, affiliation, cell number and E-mail address of visitor
- Name of person hosting visitor
- Reason for visit

The records must be retained and be readily accessible.

Visitor Log

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Date	Print Full Name	Affiliation	Cell Phone Number	E-mail	Person Visiting/Reason for Visit/Room Number	Time In	Time Out

