



COVID-19 Staff Prevention Protocols

Conduct a Daily Self-Health Assessment Upon Entering the Building – While wearing face covering

- Temperature check – If above 100° - Do not enter the building-past Check Point
- If you experienced any of the following symptoms, that are unusual for you, in the last 14 days - Do not enter the building:
 - Cough
 - Difficulty breathing or shortness of breath
 - Sore throat
 - Chills and body aches
 - Headache
 - New loss of taste or smell
 - Diarrhea
 - Nausea or vomiting
- If any of the above symptoms:
 - You are requested to stay home
 - If employee can perform their duties remotely, they may work remotely
 - Employee is directed to contact their personal Health Care Provider for assessment
- In the past 14 days, if you have been in close contact with anyone who displays the known symptoms above of COVID-19, or have been in close contact with a confirmed positive case of COVID-19, please contact HR (209-599-2131). You will be asked follow up questions to determine a quarantine timeline, based on San Joaquin County Public Health Services Quarantine Order:
[http://www.sjcpshs.org/documents/20210105_Quarantine%20Documents_Order%20and%20Instrucions%20-Eng%20rev%2012-23-2020%20\(1\).pdf](http://www.sjcpshs.org/documents/20210105_Quarantine%20Documents_Order%20and%20Instrucions%20-Eng%20rev%2012-23-2020%20(1).pdf)
- If you have traveled outside the United States, you will be required to quarantine for 10 days upon returning.
- If you have traveled within the country, we are not requiring quarantine at this time. If this were to change based on current COVID-19 data and SJCPHS guidance, a notice will be sent out.

Physical Distancing

- Stay at least 6 feet from other people to the maximum extent possible
- Do not gather in large groups, please observe social distancing
- Stay out of crowded places and avoid mass gatherings

Protecting Self and Others

- Until further notice, when out of your immediate work area (walking in the halls, etc.) or in a room with other staff or students, masks shall be worn at all times. If you have a medical exemption and need accommodation, please contact HR at 209-599-2131.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Wash your hands frequently with water and soap for at least 20 seconds; especially:
 - after going to the bathroom
 - before eating
 - after blowing your nose, coughing, or sneezing
 - after touching surfaces in commonly used areas and/or touching shared items
- 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
- Cover coughs and sneezes with a tissue, then throw the tissue in the trash. If tissues are not available, cough or sneeze into the inside of your elbow

Sanitation

- Using RUSD provided sanitizer, all work surfaces to be cleaned and disinfected.

COVID-19 Staff Prevention Protocols Document

- The COVID-19 Staff Prevention Protocols and Temperature Check documents will be kept confidential, except under the request of a Public Health Official

6/30/2020 Effective

1/29/2021 Updated

Return to Work After Symptoms:

The following return to work guidelines are based on SJCPHS school guidance located here:

http://www.sjcphs.org/Healthcare_Providers/COVID-19_School_Guidance.aspx

If you have presented symptoms of COVID-19, and have not been tested, then you may return when all of the following are true:

- Symptoms have improved
- 10 days have passed since symptoms first occurred
- No fever for 24 hours, without using fever reducing medications
- Physician's note not required and does not allow earlier return date

By signing below, I certify that I will abide by the information in this COVID-19 Staff Prevention Protocols. This document will be kept confidential, except under request of a Public Health Official.

Signature

Date

Name

*Please return this form completed and signed to your site or department office staff or Administrator.