



COVID-19 Staff Prevention Protocols

Conduct a Daily Self-Health Assessment Before Entering the Building

- 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: tested positive for COVID-19; been in close contact with anyone who displays the known symptoms above or of COVID-19; have travelled outside the United States or to any high-risk locations; or been in close contact with anyone who travelled to high-risk locations. Please contact your immediate supervisor.

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.), masks/face shields may be worn at all times
- 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

Return to Work After Symptoms:

Written certification from a medical practitioner that the staff member is:

- Fever-free and has been completely symptom free (no coughs, chills, COVID-19 symptoms, for at least three (3) days, and/or;
- At least ten (10) days have passed since the onset of symptoms and/or;

- At least fourteen (14) days have passed since the date of the positive COVID-19 test and clearance from physician to return to school is provided and/or;
- Confirming that the staff member can return to school, that the staff had a negative test for COVID-19, and that any lingering symptoms, if applicable, are not the result of a contagious illness.

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.