



Employee Return-to- Work Handbook

Legal Disclosure: Nothing in this document is intended to create a legal contract between any employees and the District. As this situation is fluid and developments are occurring daily, the District reserves the right to change its protocols for employees as well as its current decision to compensate employees during the COVID-19 school closure at any point. In the event that occurs, the District will send an additional update to employees.

*Revised
7/27 /2020
Hall County
School
District*

Return-To-Work Handbook

HCS D Employees,

Effective **Monday, August 3rd, 2020**, Hall County School District, including all schools and administrative offices, will be staffed and back to work on-site. This effort is to cautiously ease back into our regular work environment with new norms related to COVID-19 safety and awareness. All HCS D employees are to report to their school/district worksite based on their Work Calendar, some before August 3rd, 2020. During this cautious return, there are several important points regarding your employment and work expectations that will require your attention. **Please immediately review the following, as well as the guidance throughout this document,** to ensure that all employees understand and operate in accordance with these guidelines. As HCS D manages our return with the understanding and awareness that the risk of COVID-19 continues, please keep in mind the following:

1. Employees experiencing signs of COVID-19 related illness are to stay home and not report to work. Employees should notify their supervisor of their absence to discuss leave alternatives.
2. Employees who have tested positive for COVID-19 are to stay home and not report to work. Employees should notify their supervisor of their absence and of their positive COVID-19 test results and discuss next steps.
3. Employees experiencing an illness related to COVID-19, taking care of a family member experiencing an illness due to COVID-19, or having to care for children as a result of a COVID-19 related school or daycare closure may be eligible for additional paid leave under the *Families First Coronavirus Response Act (FFCRA)*.
4. All **out-of-state** work-related travel will remain cancelled until further notice. In-state travel will be considered on a case-by-case basis and require approval from your appropriate supervisor.
5. Employees are **expected** to wear a face covering in all public/common areas and all non-enclosed workspaces.
6. Employees are required to maintain a six (6) foot distancing when interacting with others (staff, students, visitors, etc.).
7. All HCS D employees returning to administrative offices and schools are **expected to review the prescribed on-line COVID-19 training/awareness materials**. Employees are encouraged to stay informed/aware about the COVID-19 crisis by going to the Centers for Diseases Control website at www.cdc.gov . In addition, please be sure to visit our system COVID-19 site on

launchpoint at the following link [HCSO Covid-19 site](#)

IMPORTANT: PLEASE REVIEW THE TRAINING INCLUDED IN THIS HANDBOOK



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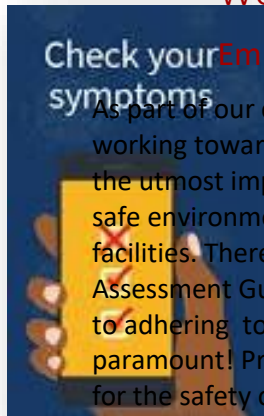
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Staff Reporting

HCSD employees will report to on-site work starting on August 3rd, 2020. The following are the staffing reporting guidelines:

- All employees will return to regular, daily on-site work as of August 3, 2020.
- All District facilities are included
 - Schools/Maintenance/Warehouse/Transportation/Central Office – Due to the nature of department work, these District areas are able to social distance and/or considered essential. (**Regular, Daily Schedule**)

Wellness and Personal Hygiene



Employee Wellness Check

As part of our commitment to having 200% Accountability for all HCSD employees and working toward ensuring a healthy and safe environment, your health and well-being are of the utmost importance. We are taking measures to keep our buildings, schools and offices a safe environment for students, employees, visitors and other individuals that enter our facilities. Therefore, we are implementing the following Employee Wellness Check - Self Assessment Guidelines. Your role in committing, adhering and holding others accountable to adhering to these guidelines will help keep yourself and others safe. Your safety is paramount! Prior to returning to work, you are required to conduct a health self-assessment for the safety of yourself and your fellow colleagues.

Self-Assessment - Wellness Check:

Prior to coming to work or to any on-site HCSD facility, please screen and ask yourself the following questions:

1. Do you have any of the following symptoms: YES or NO (IF YOU ARE SICK OR ILL, STAY HOME!)

- Fever/temperature or chills at or above 100.4 or sense of having a fever
- Cough that you cannot attribute to another health condition
- Shortness of breath or difficulty breathing
- Ongoing fatigue that cannot be attributed to another health condition
- Muscle or body aches that you cannot attribute to another health condition or a specific activity such as physical exercise
- Headache that cannot be attributed to another health condition
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting or diarrhea that cannot be attributed to another health condition

Please note: If you have pre-existing medical conditions, please know your baseline and/or what would be considered out of the norm for you with regards to your health status.

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2. Have you been in contact with someone who was confirmed or suspected to have COVID-19? (YES or NO)

If you answered YES to either of these questions, DO NOT REPORT TO ANY HCSD BUILDING! STAY HOME, contact your supervisor immediately.

Additionally, we encourage you to notify your Health Care Provider especially (if your symptoms worsen) or contact or GA Department of Public Health Hotline at (844) 442-2681 for more information about COVID-19 and testing availability.

Please continue to follow [CDC Guidance](#) and public health recommendations on COVID-19 prevention methods and monitor yourself for ongoing symptoms:

- ❑ **Wash your hands often and avoid touching your eyes, nose, and mouth with unwashed hands.**
- ❑ **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.
- ❑ **Put distance between yourself and other people outside of your home.**
 - Remember that some people without symptoms may be able to spread the virus.
 - Stay at least 6 feet (about 2 arms' length) from other people.
 - Do not gather in groups
- ❑ **Cover your mouth and nose with a cloth face cover or shield when around others**
 - You could spread COVID-19 to others even if you do not feel sick
 - Guidance on the proper usage and maintenance of face coverings can be found in *Addendum: Proper Face Mask Usage/Maintenance*
- ❑ **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.
 - 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 and throw used tissues in the trash. Clean and disinfect**
- ❑ **Clean AND disinfect frequently, high touch surfaces daily.** This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. **Monitor Your Health**
- ❑ **Continue to watch and be alert for symptoms of COVID-19** - fever, cough, shortness of breath, or other symptoms **of COVID-19. Take your temperature** if symptoms develop.
- ❑ **Follow [CDC Guidance](#) if symptoms develop and contact your Health Care Provider.**

All employees need to commit to how we can collectively work together to decrease the spread of COVID-19 and lower the impact in the workplace. This includes the following activities:

- a) Reduce transmission among employees by staying home when sick or feeling ill,
- b) Maintain healthy business operations by adhering to and working only on your assigned scheduled and utilizing social distancing; and
- c) Maintain a healthy work environment by committing to district guidelines related to

other health hygiene practices like wearing masks, wash hands frequently, respiratory etiquette, etc.

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Employees Experiencing Illness

Employees who are sick or unwell, **should not report to work** and should take available leave as provided by HCSD policy and procedures [here](#) . All sick leave must be recorded properly per normal protocols.

It is expected that all employees who are returning to work at any HCSD property complete a daily personal self-wellness check and adhere to the following criteria, based on symptoms:

- I. ***If an employee exhibits any of the following symptoms related to COVID 19 per [CDC guidelines](#) : fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion, nausea or vomiting, or diarrhea*** they are expected to respond as follows:
 - Do not report to work
 - Contact your immediate supervisor to report your absence

Employees who have tested positive for COVID-19 are to stay home and not report to work. Employees should notify their supervisor of their absence and of their positive COVID-19 test results.

- II. ***Employees who become sick at work*** should do the following:
 - Immediately alert your supervisor
 - Immediately leave the work environment
 - If the employee is exhibiting COVID 19 symptoms per [CDC guidelines](#) , *he/she should follow the protocols as described above for “Employees exhibiting COVID 19 symptoms”*

HCSD Employee Leave

Non-COVID19 Related)



normal protocols for leave requests and absence recording as procedures [here](#). Such includes protocols related to Sick Leave, Vacation, FMLA and ADA. Therefore, if you are experiencing not related to COVID 19, you should follow the steps outlined

Employee Leave (COVID19 Related)

These leave options are in accordance with *The Families First Coronavirus Relief Response Act (FFCRA)*. Two types of leave are available under this act, which are outlined below with further details available [here](#).

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COVID-19 Symptoms and Related Illness

Leave is available under the Emergency Paid Sick Leave Act (EPSLA) allowing employees to take up to 80 hours of paid sick leave if he/she is:

- Subject to self-quarantine or isolation
- Experiencing COVID-19 symptoms and seeking a medical diagnosis
- Caring for an individual subject to an order of quarantine or isolation

COVID-19 Childcare

- Leave is available under the Emergency Family Medical Leave Act (EFMLA) allowing employees up to 12 weeks of paid leave (*Pay is only at 2/3 of the employee's pay, not to exceed \$200 daily*) if he or she is caring for his or her child whose school or place of care is closed (or childcare provider is unavailable) due to COVID- 19.

Employee Leave (COVID19 Related)

Employees are to communicate with their supervisor and/or Gay.waters@hallco.org if taking COVID19 related leave.

Social Distancing Guidelines

HCS D recognizes that effective social distancing is paramount and critically important due to its proven ability to minimize the spread of the COVID-19 virus. Thus, enabling and maintaining the CDC standards for social distancing is/will be our number one priority as employees return to on-site work. Social distancing rules and behavior guidelines will be established for all areas – elevators, stairwells, office spaces, kitchen/eating areas, meetings/use of conference rooms. Signage and physical barriers (where needed/effective) will be utilized.



The following are the social distancing guidelines:

- All employees are required to maintain a six (6) feet distance to the greatest extent possible and wear a mask/face covering when there is face-to-face interaction(s). See **Addendum: Proper Face Mask Care/Maintenance** for additional information.
- Lunch:
 - Cafeterias, classrooms and break rooms are available for lunch, at limited capacity due to social distancing. Please adhere to the capacity limits which will be posted by individual facility
 - Outside tables may be available for use, while adhering to social distancing guidelines
- Occupancy limits:
 - Please adhere to occupancy numbers when applicable

- District Visitors: Visitors to HCSD buildings will be limited and will be temperature checked and required to wear face coverings when admitted

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Facility Cleaning/Disinfecting

HCSO will continue to follow the Centers for Disease Control (CDC) guidelines and recommendations for cleaning and disinfection spaces and surfaces. At a **macro-level (system)**, all routine facility cleaning standards will be employed and monitored according to the HCSO Standards of Practice (SOP) protocols. HCSO stands ready to respond to positive COVID-19 cases with the cleaning and disinfected tools/protective gear/products deemed effective by the CDC in neutralizing the virus on surfaces. At a **micro-level (individual)**, HCSO will require employees to regularly clean/sanitize their personal workspaces. Employees will be provided the supplies/product necessary.

Additionally, hand sanitizer will be provided in all general common areas; and employees may bring their own individual hand sanitizer, if desired. See **Section: Individual Cleaning Guidelines for Employees** below.

Individual Cleaning Guidelines for Employees (Self-Management)

Supporting the health and safety of all HCSO Employees will require maintaining sanitary individual workspace. It is important for each employee to develop healthy habits when it comes to the cleanliness of individual workspace and associated equipment, and to maintain their space accordingly. Therefore, we encourage all employees to adhere to the following standards with regard to personal workspace:

Cleaning Products

Buildings and offices will be supplied with disinfecting products.

- Because of personal respiratory issues and the safety of others, **Aerosol and Bleach products are not authorized** for cleaning in work areas

Daily Cleaning

- Thoroughly wipe down desk, keyboard, phone, and computer mouse using supplied disinfectant
- Put paper trash in desk trash receptacle or recycling bin as appropriate
- Wipe Cabinet and Countertop Area using disinfectant and paper towels
- Employees using conference or touch-down space are expected to wipe down area using disinfectant after use

The custodial staff will be cleaning all areas of the building and removing trash on a daily basis. However, employees are encouraged and expected to keep their individual workspace clean and sanitized on a regular basis to help reduce. These enhanced sanitation steps will help ensure our team remains healthy and safe.

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School Year and Staff Reporting Calendars

Employees are expected to be engaged in district work during normal working hours.

[2020-21 School Calendar](#)

Work-day calendars for all employee populations are available online at hallco.org



Training and Awareness Resources

All HCSD employees returning to schools, Central Office, and other facilities are expected to review prescribed on-line COVID-19 training/awareness materials below as they return to the worksite.

Employees are encouraged to stay informed/aware about the COVID-19 crisis by going to the Centers for Diseases Control website at www.cdc.gov for additional and updated information.

COVID-19 Training/Awareness Resources		
Activity 1: Handwashing	Activity 2: Symptoms	Activity 3: Social Distancing
Format: <ul style="list-style-type: none"> ● CDC Resource page ● CDC Video Resource Link(s): https://tinyurl.com/mxkpwzq https://tinyurl.com/uz9o6x7	Format: <ul style="list-style-type: none"> ● CDC Resource page ● CDC Video Resource Link(s): https://tinyurl.com/sj3ssz2 https://tinyurl.com/yapyulqf	Format: <ul style="list-style-type: none"> ● 2 CDC Videos Resource Link(s): https://tinyurl.com/ycsv7954 https://tinyurl.com/yahkf2am
Activity 4: Mask Wearing	Activity 5: Employee Stress	Activity 6: One-page, Activity-in-Review Guide
Format: <ul style="list-style-type: none"> ● CDC Resource page ● CDC Video 	Format: <ul style="list-style-type: none"> ● CDC Resource page ● Suicide Prevention Emotional 	Format: <ul style="list-style-type: none"> ● CDC Resource page ● CDC Frequently Asked Questions

Resource Link(s):<https://tinyurl.com/y9g4omlw><https://tinyurl.com/wmf2tk6>

Wellbeing Resource page

Resource Link(s):<https://tinyurl.com/tcjcvi4><https://tinyurl.com/ycdltm17>**Resource Link(s):**<https://tinyurl.com/rnohcbc><https://tinyurl.com/vwxtxpp>

Behavioral Health & Counseling Resources for Employees

Find help with behavioral health resources

During these challenging times, HCSD employees can find help with behavioral health resources provided by the Employee Assistance Program and Symmetra, link found on Launchpoint [EAP](#) . It is easy to connect to support by phone or video chat - anytime, anywhere - for up to five free sessions.



Your DisabilityGuidanceSM
Employee Assistance Program
 Access Anytime
 Call: 1-888-327-9573
 TDD: 1-800-697-0353
 Online: guidanceresources.com
 Web ID: SYMETRA

SYMETRA
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Employee

Acknowledgement/Pledge

Let's All Do Our Part

Employees Taking Care of Each Other

As an HCSD employee, I will contribute to the health and safety of others by ...

- Being an active participant in the HCSD 200% Accountability initiative
- Performing my daily self-wellness check
- STAYING HOME WHEN I AM SICK!
- Consistently wearing a disposable or my reusable face covering, especially in common areas
- Following CDC guidance regarding "How to Safely Wear and Take Off Cloth Face Coverings"
- Washing my reusable face coverings daily in a manner consistent with the manufacturer's instructions
- Cleaning common areas, such as break rooms, when I use them and cleaning up my belongings
- Following the provided "Individual Cleaning Guidelines for Employees"
- Adhering to social distancing and using appropriate judgement by not entering spaces that prohibit me from maintaining six or more feet of distance from others (copier rooms, break rooms, lounge areas, etc.)

- Respecting other's space with Social Distancing
- Adhering to all recommended hygiene practices including regular hand washing for at least 20 seconds, using sanitizer when soap and water are not available, and practicing respiratory etiquette, including covering coughs and sneezes
- Respecting building signage to control movement in HCS D facilities and maintaining social distancing.

FREQUENTLY ASKED QUESTIONS

We have some employees who are just not comfortable coming back to work. Can we require them to do so?

Any employee experiencing an illness related to COVID-19, taking care of a family member experiencing an illness due to COVID-19, or having to care for children as a result of a COVID-19 related school or daycare closure may be eligible for paid leave under the *Families First Coronavirus Response Act (FFCRA)*, and should contact their supervisor to discuss alternatives. If an employee is simply fearful without any underlying medical or vulnerability issues, the employee should try to address their concerns with their supervisor by discussing the safety steps that the school is taking to reduce the likelihood of the exposure to COVID-19 in your workplace.

How should we plan for employee absences?

Schools should put in place contingency plans that provide for the safe and continuing education for its students. A school's contingency plan will vary depending upon the school's needs, but plans should ensure that your school is complying with state executive orders, CDC recommendations and all applicable sick leave provisions, including the FFCRA and federal, state, and HCS D sick leave policies and procedures.

Examples of some contingency plan considerations may include maintaining a queue of substitute educators; hiring teaching assistants or floating substitutes who can move classroom to classroom; temporarily combining same-grade classes or electives; requiring distance learning for some classes temporarily; and sharing of lesson plans in the event other teachers, educators, substitutes, or administrators need to temporarily step in. Departments or grade levels should also be encouraged to come up with a few days' worth of activities that could be implemented or taught by a teacher or substitute teacher who is not qualified in the particular subject or grade level.

SAFETY PROTOCOLS - MASKS

Throughout these FAQs, we will be referring to cloth face coverings and masks. There is a difference between the concept of a "cloth face covering" and a "mask." A mask is typically used to mean a surgical mask or N-95 respirator. Use of a surgical mask or N-95 respirator carries additional requirements and their use should be reserved for healthcare workers.

Thus, in this FAQs, unless we say otherwise, we are generally referring to a cloth face covering. CDC Guidance recommends that people wear a **cloth face covering** in public settings where other social distancing measures are difficult to maintain. Using a simple cloth face covering slows the spread of the virus and helps people who may have the virus and do not know it from transmitting it to others.

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SAFETY PROTOCOLS - SOCIAL DISTANCING

What steps should we take to ensure social distancing on campus for employees?

To the greatest extent possible, spread out your workspaces. Try to avoid sharing small spaces by converting other spaces to workspaces (libraries, gyms, theatres, weight rooms, conference rooms, etc.), rotating hours for workspaces, etc. Consider using non-permeable, temporary dividers if other options are not available.

Please look for guidance on social distancing in spaces like copy or supply rooms, teachers' lounges and communal workspaces. Look for signage stating the maximum number of employees at a time in a given space and reminders to keep six feet apart.

Limit high-risk areas such as coffee and water stations. You are encouraged to bring your own beverages and discouraged from bringing food to the workplace to share. We have tried to increase lunch spaces and you are encouraged to bring lunch back to your workspace, an outdoor space, or even off campus.

Where possible, utilize walkways in one-way directions, following floor and wall reminders in such areas. All persons in such common areas should wear face coverings.

What are some ways we can ensure social distancing in hallways?

Social distancing can be accomplished in many hallways by directing the flow of foot traffic, for example in a clockwise manner. Schools should consider the use of temporary colored flooring or signage to denote the directional flow of traffic as well as safe distances.

How can we maintain social distancing with use of restrooms?

Consider limiting the maximum number of persons in the restroom at the same time, considering social distancing guidelines. Although physical barriers such as stalls are sufficient where social distancing is not possible, there is still potential for close contact during ingress and egress, using sinks and urinals in male restrooms.

[CLICK HERE TO LINK to the Hall County Covid-19 Website](#)