



Happy Valley Elementary School District Office Guidance

Return to the Worksite Plan Guidance Protocols

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General Worksite Guidance	Protocols
Introduction	<p>Whether your role during this stay at home order has enabled you to continue to work onsite or you will soon be returning to work on site, there are new Administrative Office Health and Safety Procedures and Protocols that we must all be prepared to follow. In this effort to ensure the health and safety of our staff, the work environment, practices and standard operating procedures will need to be modified. With COVID-19 present in our environment for the foreseeable future, we are committed to developing protocols and procedures that reflect current public health guidance on how to stop the spread of COVID-19.</p> <p>These procedures and protocols have been reviewed by Public Health and will serve as our guide during this evolving situation. While we are going beyond the minimum guidelines, once implemented, we can adjust as appropriate.</p> <p>The Basics: All staff will be expected to follow Public Health Guidelines for physical distancing, face covering and hygiene, plus additional measures as noted below:</p> <ul style="list-style-type: none"> ● Perform a daily self-check before you come to work ● Do not come to work if you are feeling sick. ● Practice required physical distancing (6' or more). ● Enter and exit the building at the entrance closest to your work station ● Wear a face covering while in the building ● Practice regular hand washing - 20 seconds - when entering the building, regularly throughout the day, and before exiting. ● Utilize Health and Safety Stations (and Essential Protective Equipment) <ul style="list-style-type: none"> ○ Gloves, extra face coverings, Clorox wipes, hand sanitizer (or disinfectant and paper towels) ● Maintain clutter free surfaces and workstations for efficient and regular cleaning and disinfecting
Guidelines for daily wellness checks	<ul style="list-style-type: none"> ● Mandated training for all staff prior to returning to their work site. Keenan Safe Schools has online training. ● Employees will complete a self-assessment wellness check prior to reporting to work. An online checklist will be provided. ● Employees are requested to take their temperature before heading to work; do not come to work if the temperature is 100.4 degrees or higher. Stay home.

		<ul style="list-style-type: none"> ● Touch-less thermometers will be available at worksites for self-use. ● Any employee who displays signs of illness, shall report this directly to their immediate supervisor. ● Signage will be displayed reminding employees of wellness protocols.

	Guidelines on use of facial masks	<ul style="list-style-type: none"> ● Staff will need to wear a mask when in common traffic areas (parking structures, hallways, workrooms, restrooms, etc.), and working in close proximity of other staff. ● While at one's desk, the use of a mask is required unless in the office alone. ● Each employee will be provided a mask by Happy Valley School.
	Guidelines on restroom use	<ul style="list-style-type: none"> ● Use the restroom in your immediate area/floor, except in emergency/urgency. ● Must wear a mask when using the restroom due to close proximity of other staff. ● Employees should clean and disinfect touched surfaces using available supplies. ● Employees must comply with handwashing protocols. ● Use of a paper towel to touch fixtures and door handles is recommended. ● Most importantly everyone should take responsibility for cleaning and sanitizing any areas you touched after each use, including wiping down handles and knobs, and sink area after washing hands. (gloves and wipes will be available)
	Guidelines on breaks/lunch and use of staff lounge	<ul style="list-style-type: none"> ● All break rooms and lounges will have limited seating to assure social distancing. ● Use of appliances is subject to thoughtful, considerate safety and hygiene practices. ● Employees are encouraged to eat at their workstations, if they choose. ● No sharing of food or buffet style lunches are allowed. ● No employee access to utensils, condiments, napkins, cups, coffee or drink dispensers will be allowed. ● Office staff to use office copy machine. Teachers and aides to only use copy machine in annex.

<p>Visitor Access</p>	<ul style="list-style-type: none"> ● Visitors will only be allowed onsite by appointment. ● Visitors must check in at the entrance desk and wear a mask. Disposable masks will be available. ● Receiving employee will call the division/unit for whom the visitor has a scheduled appointment. ● Employees are prohibited from allowing visitors from entering the building except as per this guidance. ● No in-person public meetings will be permitted, until further notice. <p><u>Outside Essential Workers:</u></p> <ul style="list-style-type: none"> ● In the event that outside essential workers need to enter the building, they must obtain prior approval and schedule an appointment. ● They will be required to sign-in/out and follow all health and safety protocols.
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<p><i>Cleaning and Safety Measures</i></p>	<p><i>Protocols</i></p>
<p>Identify spaces for occupancy</p>	<ul style="list-style-type: none"> ● Administrators and Directors will assess division workstations to determine if adjustments are needed. Determination of workspace will adhere to CDC social distancing requirements.
<p>Develop standards and a schedule for regular and deep cleaning and disinfecting needs</p>	<p><u>M & O Activities/Strategies</u></p> <ul style="list-style-type: none"> • Using CDC guidelines, high touch site disinfection rounds will be made daily in high traffic areas • Deep clean using disinfection machines or other tools and applications • Employees may be required to perform limited non-custodial cleaning and disinfecting, such as at the employee's work station or use of shared equipment, e.g. copiers. <p><u>Everyone Cleans and Disinfects:</u></p> <ul style="list-style-type: none"> ● All staff will be trained in the use of cleaning and disinfecting products and will be expected to clean and disinfect their own work stations and any common areas they use. ● Custodians will clean and disinfect every night as well.
<p>Handwashing Protocols</p>	<ul style="list-style-type: none"> ● Frequent handwashing with soap and water and scrubbing for a minimum of 20 seconds. ● If a sink is not in proximity, please utilize the hand sanitizer stations.

Identify locations for hand sanitizer stations	<ul style="list-style-type: none"> ● Administrator will determine placement of hand sanitizer pump stands and refill on a regular basis.
Protocols for air filtration systems	<ul style="list-style-type: none"> ● Regular preventative maintenance is completed on all air filtration systems at all sites.
<i>Collaboration Guidance</i>	<i>Protocols</i>
Guidelines for social distancing at the worksite	<ul style="list-style-type: none"> ● Adhere to CDC guidelines. ● Ensure a minimum of 6 feet between people. ● Avoid handshaking when greeting others. ● Avoid congregating in lobbies, hallways, etc. when traveling through the office. ● Stagger breaks and lunches to ensure social distancing in break/lunchrooms.
Guidelines for conference room usage and occupancy	<ul style="list-style-type: none"> ● First option for meetings: Utilize Zoom to conduct meetings instead of utilizing conference rooms. ● Until further notice, all outside groups will be excluded from using Happy Valley School. ● DO NOT alter, modify, or change configurations established by HVESD.
Testing	<ul style="list-style-type: none"> ● Surveillance testing once every two months at the Santa Cruz County Office of Education.

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