

Addendum to Staff Handbook Concerning Pandemic Workplace Protocols

The following workplace protocols will be in effect during the COVID-19 Pandemic. These mandatory protocols are designed to mitigate your exposure to COVID-19 in the workplace, but will not necessarily prevent you from nevertheless contracting the disease. The following protocols may be amended from time to time in the discretion of the District Administrator as COVID-19 guidance and recommendations continue to evolve and/or circumstances dictate.

This Addendum is designed only to mitigate employee exposure to and spread of COVID-19. The protocols contained herein should not be relied upon or construed as a way to completely prevent an employee from becoming infected with COVID-19.

1. BEFORE ARRIVING AT WORK SITE (SCHOOL DISTRICT FACILITY, MEETING LOCATION, OFF-SITE LOCATION, ETC.)

- a. You are required to do all the following before arriving at the worksite, office, meeting location, school district, etc.
 - i. Talk to your supervisor about your work schedule: For those employees who come into the school district's facilities, flexible work hours and arrangements may be required.
 - ii. Monitor your health: Employees must take their temperature and monitor their personal health prior to coming to the work site (office, meeting location, school building, etc.).
 - 1) **Employees must stay home if they exhibit any of the following symptoms in isolation or combination**: Fever of 100.4° F or more, chills, cough, shortness of breath or sore throat, loss of sense of smell/taste, muscle fatigue/body aches, nausea, vomiting, or diarrhea. *[This is not a complete list of possible COVID-19 symptoms. For a complete list of COVID-19 symptoms, please monitor the CDC's website at: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>*
 - 2) **Employees must stay home if they are diagnosed with COVID-19** (see return to work in section 3, below). *[CDC guidance for how long a person who has been diagnosed with COVID-19 should remain quarantined varies depending upon whether the person was symptomatic or asymptomatic and upon whether the person has a compromised immune system. For more information, please monitor the CDC's webpage at <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>*
 - iii. Stay home if an individual you reside with has COVID-19: Employees who are well, but have a family member or individual they reside with at home who is sick with COVID-19, must immediately notify their supervisor and stay home. Families First Coronavirus Response Emergency Leave or other staff handbook leave provisions (sick leave for example) may apply and be available upon request.

- iv. Notify your supervisor if you are home sick: Employees should notify their supervisor and stay home if they are sick. Families First Coronavirus Response Emergency Leave or other staff handbook leave provisions (sick leave for example) may apply and be available upon request.
- v. Specific period of leave depending upon symptoms: Employees who have symptoms of respiratory illness must stay home and may not come to work until they are free of fever (>100.4°F) AND/OR respiratory symptoms (for example, cough, shortness of breath, sore throat) for at least three days (72 hours) without the use of fever-reducing medicine AND seven days have passed since symptoms first appeared.
- vi. Specific period of leave depending upon exposure to COVID-19: Employees who have been exposed to a person with COVID-19 may be asked to stay home from work and self-monitor as set forth below.
 - 1) Consistent with current Wisconsin Department of Health Services recommendations, employees who are told they have a medium or high-risk exposure shall not physically report to work for 14 days or current recommendation from local Health Services Department during which time they should monitor for symptoms and/or fever. Employees must immediately notify their supervisor of such exposure.
- b. If an employee shares with the District that they have COVID-19 infection, the District will inform local health officials and notify fellow employees of their possible exposure to COVID-19 in the workplace. The District will maintain confidentiality as required by the Americans with Disabilities Act (ADA) and will not disclose the employee's identity or anything about the employee's illness with other staff members who do not have a "need-to-know."
- c. Individuals who are asymptomatic and have no knowledge of being exposed to someone with COVID-19 can attend work in person as scheduled.

2. UPON INITIAL ARRIVAL AT THE WORKSITE

- a. Employees who are experiencing any of the following symptoms must not enter the worksite and must instead return home.
 - i. Fever greater than 100.4°F
 - ii. Chills
 - iii. Cough
 - iv. Shortness of Breath
 - v. Sore Throat
 - vi. Nausea, Vomiting, and/or Diarrhea
 - vii. ***Please Note: The following is not a complete list of possible COVID-19 symptoms, but rather are listed as examples. Staff should monitor the [CDC's website](#) for an up-to-date list of possible symptoms.***
- b. **Temperature Screening:**
 - i. Employees who did not have a fever upon leaving for work, but believe they have one upon arrival, may access a touchless thermometer which will be available for staff in the office. Staff using the touchless thermometer shall follow directions regarding thermometer use and disinfecting measures.

- c. Employees who become ill with symptoms of influenza-like illness at work during a pandemic must leave the workplace, except as provided for below. This means that, if you report when you are sick or experiencing fever (>100.4°F) AND/OR respiratory symptoms (for example, cough, shortness of breath, sore throat, chills), you will be directed to go home. If you are unable to go home immediately, you will be isolated in the designated isolation room until such time as you can return home or you will be referred for medical assistance.
- d. Engage prevention practices as set forth in section 4.

3. RETURN TO WORK

An employee who intends to return to work following a diagnosed COVID-19 related absence, must (a) notify the District of the date he/she intends to return at least 2 work days in advance of the intended return date, and (b) may be asked to submit a return to work slip from a doctor certifying that the employee is fit for duty.

4. EMPLOYEE TRAVEL

While the District respects an individual's right to travel, restrictions may occur upon an employee's return for their protection and the protection of others in the workplace. There are currently no travel restrictions or quarantine requirements for employees. **Employees are required to share travel plans (if traveling outside of Wisconsin) with their direct supervisor.** The administration may require the employee to quarantine or impose other restrictions upon their return.

5. IMPLEMENTATION OF PREVENTION PRACTICES IN THE WORKPLACE

- a. Social Distancing: As districts are aware, various local, state, federal authorities continue to recommend (if not require) maintaining at least 6-feet of physical space from other individuals.
 - i. Adopt flexible scheduling to reduce the number of employees in a facility at any given time (lunch, recess, student drop off, student pick up, etc.).
 - ii. Restrict access to common areas.
 - iii. Restrict in-person meetings, in-services, training, etc. to the extent practicable.
 - iv. Require Face Coverings.
 - v. Prohibit non-essential work-related travel and discourage personal travel. See DHS [guidance on travel-related restrictions](#).
 - vi. Discourage hand shaking, fist bumping, or other forms of physical contact unless connected to medical emergency.
 - vii. Restrict non-essential visitors, including, but not limited to, contractors, suppliers, and vendors.
- b. Sanitation and Hygiene:
 - i. [The CDC has advised](#) that washing hands with soap and water is the best way to get rid of germs in most situations. Hand sanitizer may be used when hand washing with soap and water is not possible, but should not be substituted when hand washing is possible. Employees touch many public surfaces on their way from home to the school building and should wash their hands shortly after entering the building.

- ii. Encourage staff and students to avoid touching their eyes, nose, mouth, and face coverings with unwashed hands.
 - iii. Discourage employees from using other workers' phones, desks, offices, classrooms, or other work tools and equipment, when possible.
- c. Cleaning and Disinfecting:
 - i. Increasing cleaning and disinfecting procedures and requirements.
 - ii. Teachers will cooperate with maintenance staff to increase cleaning and disinfecting in every classroom.
 - iii. Improve air quality, filtration, and ventilation where possible.