

Return to In-Person Work Reference Guide

- March 2021-

To ensure a safe and healthy school environment for all students and staff, the following reference guide was developed to provide staff with COVID-19 protocols and procedures when returning to district facilities. The COVID-19 protocols are aligned with the five (5) mitigation strategies deemed essential by the Center for Disease Control (CDC) to reduce transmission of SARS-CoV-2 guidelines and the reopening of schools released on Friday, February 12.

The guide also includes information on leave of absence and positive case protocols and communications. Questions or concerns related to these protocols should be shared with your direct supervisor.

Please save this document so it easily serves as a quick reference guide.

Daily PreScreening – Please Self-Screen Daily Before Coming To Work

All employees are expected to self-screen daily for COVID-19 symptoms before coming to work. If you have any of the symptoms below consistent with COVID-19, please stay home from work and inform your immediate supervisor. If someone in your household tests positive for COVID-19, please contact your immediate supervisor for the next steps. Please check for these symptoms daily:

- Feeling feverish or have a fever of 100.4°F or higher.
- Have chills.
- Sore throat.
- New uncontrolled cough, congestion, or runny nose (for students with chronic allergic/asthmatic cough, a change in their cough from baseline).
- Shortness of breath.
- Diarrhea, nausea, or vomiting. New muscle aches.
- New onset of headache.
- New loss of smell or taste.

Do's & Don'ts When Working in a District Facility

Please make sure you follow these simple Do's and Don'ts when working within a District facility.

Do:

- Stay farther than 6 feet from others at all times.
- Follow signage.
- Wash hands frequently.
- Wear a mask properly. All masks must cover both mouth and nose and fit snugly against the sides of your face. Additional guidance is available [online](#).
- Bring multiple masks in case your mask becomes dirty or wet.
- Wash reusable masks regularly.
- Limit the number of people using the restroom at the same time.
- Clean copiers and other communal areas after each use. (refrigerators, tables, vending machines, etc.)

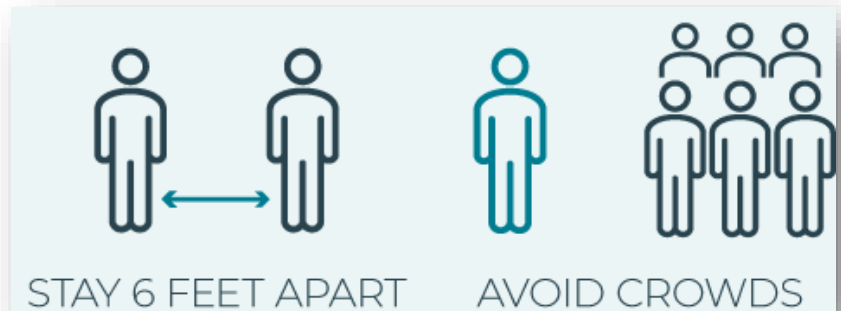


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Don't:

- Come to work when exhibiting COVID-19 or flu-like symptoms.
- Come to work after being exposed to a person that has tested positive for COVID-19.
- Wear masks improperly. All masks must cover both mouth and nose and fit snugly on your face.
- Hold in-person meetings or collaborate or congregate face to face with others in District buildings. All employees should continue holding all meetings with colleagues via Teams or other virtual meeting platforms.
- Interact with others and congregate in common areas of a building, including lunchrooms, meeting rooms, hallways, etc.
- Limit time in copier spaces, mailrooms, custodian offices, or main offices of buildings with colleagues.
- Sit together in break rooms, cafeterias, offices, or lounges within 6 feet for longer than 15 cumulative minutes within 24 hours.
- Share office supplies.
- Trade or share masks.



Leave Of Absence Options

• *Unpaid COVID-Related Childcare Leave*

If you are unable to return to onsite work on March 22, 2021 because you are caring for a child whose school or place of care is closed (or childcare provider is unavailable) for reasons related to COVID-19 or you are caring for a child over the age of 18 years who is incapable of self-care because of a mental or physical disability, you are able to take an unpaid COVID-related childcare leave. Complete a [COVID-19 Leave of Absence Request Form](#) as soon as possible to apply for this unpaid leave.

• *Medical Condition Leave*

If you are unable to return to onsite work on March 22, 2021 due to a serious medical condition unrelated to COVID-19 and/or a serious medical condition that puts you at a severe health risk should you contract COVID-19, then please complete a [Leave of Absence Request Form](#) as soon as possible to determine your eligibility and for more information.

Employee Procedures - Exposed or Testing COVID-19 Positive

Employees who have been directly exposed to a positive case of COVID-19, have tested positive to COVID-19, or are experiencing symptoms of COVID-19 and seeking a diagnosis should contact their supervisor. Such employees may be eligible for a COVID-19 leave of absence and can find additional information at [COVID-19 Leave of Absence Frequently Asked Questions](#).

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Protocols & Communications When There is a Positive Case

When a positive COVID-19 case is reported in a school or District facility, the following process will be followed:

- The school/District supervisor will complete a reporting form to communicate the positive case, and identify staff and/or student close contacts.
- District Crisis Team conducts contact tracing and implements cleaning and communications protocols
- District Crisis Team uses the guidelines provided by the [Pennsylvania Department of Health](#) and makes recommendations based on the level of exposure, the number of positive cases in a school within a 14-day window, number of students in a building and the level of community spread. The Allegheny County Health Department may also be consulted.

When a school, site, or program must close:

- School staff will be notified via email
- Families will receive a notification via robocall and/or electronic communications
- The school closure will be posted on social media and the District's website.
- Local media will be contacted
- All close contacts (students/staff) will be contacted with the next steps. Employees will receive notification from Human Resources. Families will be notified by their child's school. Close contact is defined as an individual who has been within 6 feet for longer than 15 cumulative minutes within 24-hours.