



Amherst County Public Schools

ACPS Protocol for Employees Reporting to Work

Purpose

The intent of this document is to provide guidance to ACPS employees on returning to work during the COVID-19 Pandemic. Amherst County Public Schools intends to protect the health and safety of employees, community, and others coming in contact with our employees.

Schedule

All ACPS facilities are open in accordance with Phase Three guidelines from Governor Northam. We are requiring all employees to wear masks upon entry into the buildings or places of work, and to maintain social distancing practices. Gatherings will be limited to no more than 250 people in any one communal area accompanied by social distancing practices. ACPS Visitor guidelines for wearing masks will continue to be in place.

Recommended Precautions Before Reporting to Work

We ask that you closely monitor your health, stay home and take care of yourself if you are not feeling well due to suspected COVID-19 symptoms, and seek medical care as appropriate.

Based on CDC recommendations, employees who have symptoms consistent with COVID-19, or other respiratory illnesses such as the Flu, should remain at home and not come to work.

Symptoms to monitor (any of the following alone or in combination may indicate COVID-19 **if unexplained by other diagnosed medical conditions**) and **contact a healthcare provider:**

- Fever or chills (CDC considers a person to have a fever when he or she has a measured temperature of 100.4° F or greater, feels warm to the touch, or gives a history of feeling feverish)
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Lost sense of taste or smell

If you exhibit any symptoms of illness, follow your departmental process for notifying your supervisor of your illness/unscheduled absence and entering that information into Frontline, the absence management system.

Recommended Precautions for Employees While at Work

Social Distancing

Practice recommended social distancing of at least 6 feet in all settings. Avoid gathering in groups when at all possible.

Hygiene

Based on current CDC recommendations to limit the spread of respiratory illnesses, such as COVID-19, PCPS employees are recommended to:

- avoid contact with others who are sick
- cover your cough or sneeze with a tissue, then throw the tissue away
- wash hands often (every two hours) with soap and water for at least 20 seconds
- avoid touching your eyes, nose, and mouth
- disinfect frequently touched items often

Community Use Spaces

Utilization of community spaces such as break rooms, copier rooms, main offices, etc. should be limited to essential business operations only during the work day. While in these spaces please adhere to ACPS recommendations and requirements outlined in this guidance document.

Interior Doors

All office doors will be kept open to limit contact with door handles and assist with cleaning efforts.

Face Coverings & Personal Protective Equipment

For your own protection, as well as the protection of others, and in compliance with Executive Order Sixty-Three from the Governor of the Commonwealth of Virginia, a mask or face covering is required for visitors/guests at all times while entering, exiting, traveling through, and spending time inside ACPS facilities. (Refer to ACPS Visitor Protocol for Executive Order Sixty-Three for more details) Effective July 30, 2020, all Amherst County Public Schools employees will be required to wear facial coverings at work as follows:

- When they are in a school building regardless of the social distancing requirement.
- When conducting outdoor county-related work activities near others where a minimum 6-foot spatial distance cannot always be maintained.
- When operating or riding in a county vehicle containing more than one person.
- Amherst County Public Schools will honor these identified exceptions for staff and patrons:
 - while eating and drinking
 - while exercising
 - any person who has trouble breathing or otherwise unable to remove the face covering without assistance (Documentation from Healthcare Provider Required)
 - any person seeking to communicate with a hearing-impaired person, for which the mouth needs to be visible
 - any person with a health condition that keeps them from wearing a face covering. (Documentation from Healthcare Provider Required)

Employees are encouraged and permitted to use their own facial coverings if the coverings entirely cover the nose and mouth area, fit snugly, and are laundered periodically. This will help conserve our limited supplies. Facial coverings must be discarded when torn, have holes in them or are excessively soiled.

Personal Travel

Please be mindful and cautious of travel. While different regions of our Commonwealth and nation as a whole have different levels of risk, these risks are constantly evolving. Also, the very act of travel and interacting with individuals in other areas presents additional risks to both our community and the community being visited. In the event you have recently traveled to an area with widespread community transmission of COVID-19 see Employee Absence Notification Requirement - Notification Category 6 (below).

Division Precautions of Facilities

Hand sanitizer and disinfectant spray will be available for each workspace. Custodial services will disinfect common surfaces (door handles, counter tops and restrooms) a minimum of 2 times a day, in addition to the typical end-of-day cleaning. Each staff member, in accordance with CDC recommendations, is encouraged to wipe workspace surfaces at least every 2 hours.

PPE (facial coverings) will be provided to staff working in each location. Personal face coverings are permitted.

In accordance with Governor Northam's order, ACPS will require visitors to wear face coverings (available upon request if needed).

Employee Absence Notification Requirement

Because of the highly contagious nature of COVID-19, we are requiring employees who fall into one of the six categories below to notify Amherst County Public Schools immediately so steps can be taken to protect co-workers, the community and others in the workplace. Each category includes the steps employees will be required to follow.

A. Notification Categories 1 - 2 (Symptoms):

- 1. You have symptoms consistent with COVID-19, and**
- 2. Your healthcare provider suspects you may have COVID-19**

Steps the Employee Must Take:

Employees in these categories are to contact their supervisor, disclose any other employees they have recently had direct contact with, and remain away from the workplace. Employees who are able to telework, may be able to do so unless their symptoms prohibit them from completing work requirements. The employee should contact his/her healthcare provider for specific medical guidance and testing referral if appropriate.

Return to Work Requirement:

You may return to work when you meet ALL of the following criteria and you have coordinated your return to work with your supervisor:

- You have no fever for at least 72 hours (3 full days of no fever without the use of medicine that

- reduces fevers), and
- Other symptoms have improved (e.g., cough, shortness of breath), and
- At least 10 days have passed since your symptoms first appeared and you have complied with all applicable guidance from your healthcare provider, or
- You have tested negative for COVID-19

B. Notification Categories 3 - 4 (Testing):

- 3. You have been referred for testing for COVID-19, or**
- 4. You have tested positive for COVID-19**

Steps the Employee Must Take:

Employees in these categories are to contact their supervisor to inform Amherst County Public Schools of the testing referral and result when received. The employee will remain away from the workplace and disclose any other employees with whom they have recently had direct contact. Employees who are able to telework, may be able to do so unless their symptoms prohibit them from completing work requirements. The employee should continue to follow the guidance of his/her healthcare provider.

Return to Work Requirement

You may return to work when you meet ALL of the following criteria and you have coordinated your return to work with your supervisor:

- You have had no fever for 72 hours (without the use of medicine that reduces fevers), and
- Other symptoms have improved for 72 hours without the use of medication (e.g., cough, shortness of breath), and
- You have tested negative for COVID-19, OR Your healthcare provider has provided written confirmation that you may return to work.

C. Notification Category 5 (Tested Positive w/ No Symptoms):

- 5. You tested positive for COVID-19 and never had any symptoms, and you were directed to care for yourself at home.**

Return to Work Requirement

You may return to work when you meet ALL of the following criteria and you have coordinated your return to work with your supervisor:

- At least 10 days have passed since the date of your first positive COVID-19 diagnostic test, and
- You continue to have no symptoms since the test.

D. Notification Categories 6 - 7 (Exposure or Travel):

- 6. You have been exposed to an individual suspected to have COVID-19 or has tested positive for COVID-19, or**
- 7. You have recently traveled to an area with widespread community transmission of COVID-19.**

Steps the Employee Must Take

Employees who believe they have been exposed to another person confirmed to have COVID-19 are to contact their supervisor to inform Amherst County Public Schools of their potential exposure, remain away from the workplace, disclose any other employees that they have recently had direct contact with. Depending on the nature of the exposure, the employee may be asked to quarantine themselves for up to fourteen days after exposure based on the time it takes to develop illness. Employees who are able to telework, may be able to do so unless their symptoms

prohibit them from completing work requirements. If the employee experiences any symptoms consistent with COVID-19, the employee should immediately notify his/her supervisor and seek medical guidance from a healthcare provider.

Employees who travel to an area with widespread community transmission of COVID-19 must notify their supervisor prior to returning to the workplace.

Return to Work Requirement

Employees who were quarantined by their health care provider or other public health agency due to exposure from another person may return to work after 14 days quarantine from the date of exposure if they do not experience any symptoms of COVID-19.

Employees who travel will be handled on a case-by-case basis. A waiting period (10-14 day quarantine) may be required and the employee will be informed of how the absence will be paid upon their return.

Absences and Pay

Pay due to COVID-19 related issues: Those who must miss work due to COVID-19 should contact the Human Resources office for information regarding availability of paid sick leave under the Families First Coronavirus Response Act.

Illness or other Leave: If an employee is sick, or out of work, for any reason not associated with COVID-19, the employee must follow all School Board leave policies and enter the leave into Frontline, the absence management system.

Steps that Amherst County Public Schools will take:

- Every precaution will be taken to protect the identity of the employee who reports symptoms consistent with COVID-19. The employee's name will not be disclosed to coworkers as having been potentially exposed to or contracted the virus.
- A Supervisor receiving notification from their employee will inform the Director of Human Resources immediately.
- Supervisors will work with the Director of Human Resources to gather information from the employee including:
 - The date COVID-19 symptoms began, or the date the positive COVID-19 test result was received.
 - ACPS will work with the Virginia Department of Health to determine who should be notified of a possible exposure.
 - The co-workers the employee may have been in contact with.
- Because every situation will be different, the Human Resources department will work with the Supervisor, on a case by case basis, to determine additional steps that may be required based on exposure risks and continuity of services.
- Assuming the employee's medical condition allows, the case by case evaluation will include a decision of whether the employee's job is one that qualifies for telework and if this is an appropriate option.

Training to Staff

All staff returning to work will be required to receive an electronic copy of this guidance

document.

Concerns

If you have any concerns about information outlined in this document, first speak with your supervisor. If concerns remain, please speak with a member of the Human Resources Department.