

Workplace Expectations & Guidelines

SCCPSS policies and protocols for responding to the COVID-19 pandemic have been rooted in safety for our staff, faculty, students, and the public with whom we interact. These guidelines have been developed in accordance with the Centers for Disease Control and Department of Public Health.

All staff are expected to fully comply with the protocols and guidelines outlined in this document as part of SCPSS Workplace Expectations and Guidelines.

Symptom Monitoring Requirement:

SCCPSS employees must conduct symptom monitoring every day before reporting to work. The following symptoms must be reported to the immediate supervisor by phone. Employees with a fever or two or more symptoms cannot return to work until directed by Human Resources. Employees with the following symptoms should report the symptoms to your physician.

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Congestion or runny nose
- Muscle or body aches
- Headache
- Sore throat
- Nausea or vomiting
- New loss of taste or smell
- Diarrhea



Employees that have been diagnosed with Covid-19 must submit a copy of clearance from their physician to Rob Gordon, Director of Risk Management in Human Resources for approval to return to work.

Employees whose health condition falls within one of these categories should take the necessary precautions to minimize risks as identified by the Centers for Disease Control:

“Reduce your risk of getting COVID-19. It is especially important for people at increased risk of severe illness from COVID-19, and those who live with them, to protect themselves from getting COVID-19.

The best way to protect yourself and to help reduce the spread of the virus that causes COVID-19 is to:

- *Limit your interactions with other people as much as possible.*
- *Take precautions to prevent getting COVID-19 when you do interact with others.*

If you start feeling sick and think you may have COVID-19, get in touch with your healthcare provider within 24 hours.”

Conditions in which there's strong evidence of increased risk include:

- Chronic kidney disease
- Chronic obstructive pulmonary disease (COPD), like emphysema
- People with lower immune health because of a solid organ transplant
- Obesity – those with a BMI greater than 30
- Serious heart conditions like heart failure and coronary artery disease
- Sickle cell disease
- Type 2 diabetes

Conditions that might place a person at a greater risk for a severe outcome from COVID-19 are:

- Asthma (moderate-to-severe)
- Dementia
- Cerebrovascular diseases, such as stroke
- Cystic fibrosis
- Hypertension or high blood pressure
- Lower immune health
- Pregnancy
- Liver disease
- Scarring in the lungs (pulmonary fibrosis)
- Smoking
- Type 1 diabetes
- Thalassemia (a blood disorder)

Entry to buildings:



Entry to buildings will be regulated and monitored. Entry into any SCCPSS building requires a temperature check. Your SCCPSS badge is required for entry to all buildings, and you may not hold or prop open exterior doors for any other person. Departments and building administrators will identify usable building access points and coordinate arrival and departure times of staff to reduce congestion during typical “rush hours” of the workday. Where possible, staff arrival and departures will be scheduled to minimize personal interactions at building access points, hallways, stairs/elevators, etc. Visitors, guests, employee’s children, and pets are **not** allowed on worksites.

Signage and Posters

Building occupants are expected to follow signage posted in building entrances, exits, elevators, and similar common use areas.

Personal Protective Equipment Requirement:

SCCPSS requires the wearing of masks or face shields where Social/Physical distancing of at least 6 feet cannot be maintained. *This includes walking in narrow hallways where others travel and in break rooms, conference rooms and other meeting locations.*

Personal Safety Practices:

Appropriate use of face masks or coverings is critical in minimizing risks to others near you. You could spread COVID-19 to others even if you do not feel sick. The mask or cloth face covering is not a substitute for social distancing. Cloth face coverings shall only be worn for one day at a time and must be properly laundered before use again. Having a week supply of cloth face coverings can help reduce

the need for daily laundering. The fabric design or pattern for cloth face coverings must be appropriate for the workplace.

See details regarding mask use and care below:





Type and Intended Use of Face Coverings/Masks				
Type	Cloth Face Covering 	Disposable Mask 	Medical-Grade Surgical Mask 	N95 Respirator 
Description	Home-made or commercially manufactured face coverings that are washable and help contain wearer's respiratory emissions	Commercially manufactured masks that help contain wearer's respiratory emissions	FDA-approved masks to protect the wearer from large droplets and splashes; helps contain wearer's respiratory emissions	Provide effective respiratory protection from airborne particles and aerosols; helps contain wearer's respiratory emissions
Intended use	Required for campus community use in non-healthcare settings (office spaces, general research/work settings, shops, community areas where 6' social distancing cannot be consistently maintained. Must be replaced daily. (While likely necessary for ingress and egress, not required when working alone in an office).		These masks are reserved for healthcare workers and other approved areas with task-specific hazards determined by OESO.	

Image from Duke University Guide to Returning to the Workplace

Per the CDC, it is critical to emphasize that maintaining 6-foot social distancing remains important to slowing the spread of the virus. CDC is additionally advising the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

Exemptions for mask wearing requirements/recommendations will be considered on an individual interactive basis in accordance with ADA requirements.

Use and care of face coverings:

For details regarding cloth face coverings, including how to create, wear and care for home-made face coverings, visit the CDC website.

Putting on the face covering/disposable mask:

- Wash hands or use hand sanitizer prior to handling the face covering/disposable mask.
- Ensure the face-covering/disposable mask fits over the nose and under the chin.

- Situate the face-covering/disposable mask properly with nose wire snug against the nose (where applicable)
- Tie straps behind the head and neck or loop around the ears.
- Throughout the process: Avoid touching the front of the face covering/disposable mask.

Taking off the face covering/disposable mask:

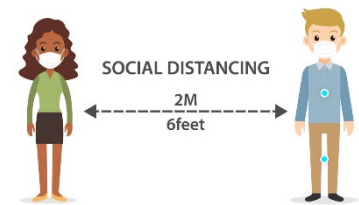
Do not touch your eyes, nose, or mouth when removing the face covering/disposable mask. When taking off the face covering/disposable mask, loop your finger into the strap and pull the strap away from the ear, or untie the straps. Wash hands immediately after removing.

Care, storage and laundering:

The CDC recommends the following for care, storage, and laundering. Keep face coverings/disposable mask stored in a paper bag (plastic bag if paper is not available) when not in use. Cloth face coverings may not be used more than one day at a time and must be washed after use. Cloth face coverings shall be properly laundered with regular clothing detergent before first use, and after each shift. Cloth face coverings shall be replaced immediately if soiled, damaged (e.g. ripped, punctured) or visibly contaminated. Disposable masks must not be used for more than one day and must be placed in the trash after your shift or if it is soiled, damaged (e.g., stretched ear loops, torn or punctured material) or visibly contaminated.

Social Distancing:

Keeping space between you and others is one of the best tools we have to avoid being exposed to the COVID-19 virus and slowing its spread. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. Staff at work on-site must follow these social distancing practices: Stay at least 6 feet (about 2 arms' length) from other people at all times. Do not gather in groups of 10 or more. Mass gatherings are prohibited.



Handwashing:



Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, sneezing, or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.

Gloves:

Use gloves as part of PPE (Personal Protective Equipment) where appropriate. According to the CDC, gloves are not necessary for general use and do not replace good hand hygiene. Washing your hands is the best practice for common everyday tasks.

Cleaning/Disinfection:

Maintaining a sanitary workplace is the responsibility of all employees.

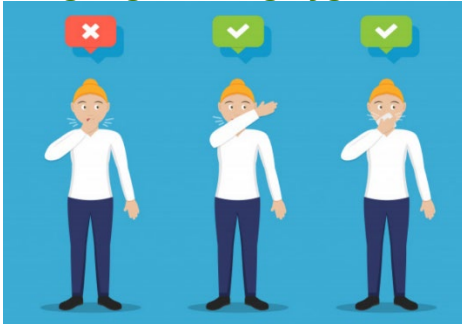
Hand-sanitizer shall be available at all major building entrances, elevator stops and high-traffic areas.

Staff must wipe down commonly used surfaces before and after use with disinfecting wipes. For example, if you are attending a physically distanced meeting, you must clean you own area using disinfecting wipes. Other high

contamination areas include any shared-space location or equipment (e.g. copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, door knobs, etc.).

Custodial staff will clean office and workspaces based on CDC guidelines for disinfection and Occupational and Environmental Safety Office (OESO) protocols.

Coughing/Sneezing Hygiene:



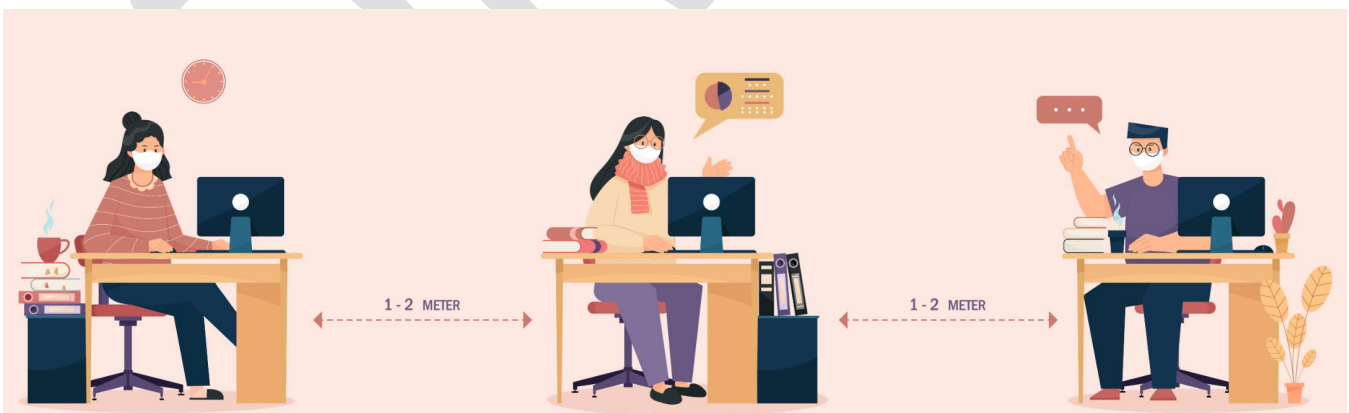
If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Then throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol as the preferred form of hand hygiene in healthcare settings.

Work Environments:

If you work in an open environment, be sure to maintain at least 6 feet distance from co-workers. If possible have at least one workspace separating you from another co-worker. You must wear a face mask or face covering at all times while in a shared work space/room. Departments/Schools must assess open work environments and meeting rooms to institute measures to physically separate and increase distance between employees, other coworkers, and customers.

If you work in an office, no more than one person shall be in the same room unless the required 6 feet of distancing can be consistently maintained. If more than one person is in a room, masks/face coverings shall be worn at all times. A mask or face covering is not required if you are working alone in a confined office space (does not include partitioned work areas in a large open environment).

Masks/face coverings shall be worn by any staff in a reception/receiving area. Masks/face coverings shall be used when inside any SCCPSS facility where others are present, including walking in narrow hallways where others travel and in break rooms, conference rooms, and other meeting locations.



Using Restrooms:

Maximum occupancy of restrooms shall be limited based on the number of sinks to ensure appropriate 6 foot social distancing. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.

Using Elevators (where applicable):

Use of elevators shall be limited where possible to avoid close proximity with others in a confined space. Those using elevators are required to wear a disposable face mask or face covering regardless of traveling alone or with others. You shall also avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol as the preferred form of hand hygiene in healthcare settings upon departing the elevator.

Meetings:

Convening in groups increases the risk of viral transmission. Where feasible, meetings shall be held in whole or part using the extensive range of available collaboration tools (e.g. Microsoft Teams, telephone, etc.). In person meetings are limited to the restrictions of local, state, and federal orders and must not exceed 25 percent of a room's capacity, assuming individuals can still maintain 6 feet of separation for social distancing requirements. Schools/Departments shall remove or rearrange chairs and tables in meeting rooms to support social distancing practices between attendees. All attendees must wear a mask or face covering while sharing space in a common room. During your time on-site, you are encouraged to communicate with your colleagues and supervisors as needed by email, instant message, telephone, or other available technology rather than face-to-face. You can also use a range of available collaboration tools (e.g., Microsoft Teams, etc.).

Meals:

Before and after eating, you must wash your hands thoroughly to reduce the potential transmission of the virus. If dining in a common area, you must wear a mask or face covering until you are ready to eat and then replace it afterward. It is important to maintain at least 6 feet distance between others during mealtime. It is important to wipe all surfaces, including table, refrigerator handle, coffee machine, etc. after using in common areas.

Mental and Emotional Wellbeing:

The Employee Assistance Program is available to offer emotional support during this stressful time. Please contact Lifestyle Management Resources at [912-429-6981](tel:912-429-6981) or [912-429-2596](tel:912-429-2596). Telephonic appointments are available.

Frequently Asked Questions about Employee Assistance Programs (EAP)

1. What is an Employee Assistance Program?
EAP is a free, voluntary program available to you and your family. It's a benefit for employees that is intended to provide timely, quality, confidential assistance when it's needed.

2. What type of assistance does EAP provide?
EAP provides short-term counseling for nearly every type of situation that can affect your workplace or personal life. (For a partial list please see inside.)

3. Are my counseling sessions confidential?
To ensure confidentiality, all counselors are state certified and must hold masters degrees. Counselors may not disclose any information regarding your confidential sessions without your written consent. The only exceptions are when legal requirements impose a "duty to warn" or a court-ordered subpoena has been issued.

4. Do I have to pay for my EAP counseling?
NO. As an employee, you and your family members are entitled to eight (8) counseling sessions per year. If more than 8 sessions are required, your EAP counselor may offer you additional sessions. If your situation requires extended counseling, your EAP counselor will refer you to a counselor who provides services under your Health Benefits plan. If you do not have coverage, your EAP counselor will attempt to find you services you can afford.

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we can help you balance and get more enjoyment from... your home, your work, and your life.

Call (912) 429-6981 or (912) 429-2596 to schedule an appointment today.

With approval from Duke University, this document is adapted from Duke University's Guide to Returning to the Workplace (2020) for use by the Savannah-Chatham County Public School System.