



October 6, 2020

Dear SLOCOE Employees,

We wanted to send out a reminder/refresher of the SLOCOE COVID-19 Health and Safety protocols and procedures have been implemented in an effort to establish and maintain a safe and healthy workplace for our employees. Please review the below:

1. All employees are to conduct a **Daily COVID-19 [Self-Assessment](#)** prior to reporting to their work-site. An employee who experiences any of the symptoms related to COVID-19 are to notify their supervisor and remain home. The employee should contact their healthcare provider for guidance related to their symptoms/illness or possible exposure. Normal absence reporting procedures are to be followed.
2. All employees are required to review the COVID-19 Health and Safety Protocols and view a COVID 19 employee training video designed to help them understand how best to maintain a safe workplace or themselves, co-workers, and others. **Please review the [COVID-19 Health and Safety Protocols](#) and [COVID-19 Employee Training video](#).**

Employee Health and Safety protocol training and materials can be accessed at the following link: <https://www.slocoe.org/covid-19-information-resources/covid-19-information-for-employees/>

3. Employees working on-site are expected to sanitize/disinfect their workstation throughout the workday, preferably a minimum of twice per day. **All SLOCOE employees are required to complete the “HSA Basic Pest Management in the School and Childcare Settings” training** at www.GetSafetyTrained.com, provided by Schools Insurance Program for Employees (SIPE). This training provides employees proper guidance and instructions on workstation cleaning and disinfection.
4. Employees are requested to take their temperature before heading to work. Do not come to work if you have a fever. Stay home if you are feeling sick. Employees who display signs of illness at the worksite will be sent home.
5. Employees working onsite at any SLOCOE location will be required to wear a facial mask/covering (face masks/coverings will be made available by SLOCOE) when entering buildings/sites, restrooms, workrooms, when walking through any common areas, and when working within 6 feet of each other. While at one’s desk, the use of a mask is voluntary, if physical distancing or structural mitigation is available.

6. Employees are to practice physical distancing (6 feet apart) as their work duties permit. Any modifications of workstations, work locations, or work schedules that are needed to accomplish this will be communicated out by the employee's supervisor.
7. Employees should be mindful of the importance of not sharing objects, such as keyboards, pens/pencils, headsets and phones whenever possible, or if needed, to ensure they are disinfected between uses.
8. Employees shall not share food and buffet style lunches are not allowed. Employees will be allowed to eat lunch at their workstations as break/lunch rooms and areas will have limited occupancy to ensure social distancing. At the SLOCOE Main Office picnic tables will be made available for outdoor breaks and lunches. Physical distancing and face coverings will apply as appropriate.
9. Employees shall adhere to public health hygienic recommendations by washing hands frequently for at least 20 seconds with soap and water.
10. For additional related information on return to worksite office protocols, please see https://www.slocoe.org/wp-content/uploads/2020/07/SLOCOE-Return-to-the-Work-Site-Protocols_07012020.pdf

Several other measures have taken place and continue to be ongoing to ensure the safety of all employees including the following:

- Floor markers and directional foot traffic and increased signage at all our sites reminding individuals of the protocols in place
- Room occupancy limit reductions in conference rooms and break rooms
- Alternative work arrangements established in departments where social distancing cannot be accomplished otherwise
- Establishing an appointment/by phone only schedule with limited operating hours for the public (Credentialing, Developer Fees, Inter-District Transfers, Vendors)
- Requiring the use of masks for visitors to our sites
- Cleaning and sanitizing of all work areas daily, and additional disinfecting of all SLOCOE worksites weekly on Friday evenings
- The installation of plexiglass barriers in designated areas
- COVID-19 carts at building entrances contain gloves, face masks, non-contact thermometer, hand sanitizer and disinfectant wipes. COVID-19 caddies and COVID-19 Mobile Carts are being distributed within departments.
- Replaced HVAC filters, allow opening of window for fresh air and air dampers on HVAC system open to max capacity per unit.

Employees are encouraged to communicate questions and concerns to their supervisor, director, or administrator.

Employees scheduled to return to worksites, who are unable to do so for one or more of the following reasons, can request leave by contacting their direct supervisor and/or Human Resources:

- Unable to work due to government issued quarantine or isolation order
- In an elevated risk category due to age or chronic health condition
- Been advised to self-quarantine by a healthcare provider
- Currently experiencing symptoms of COVID-19 and seeking a diagnosis
- Currently experiencing a substantially similar condition and seeking a diagnosis
- Caring for someone subject to government issued quarantine, isolation order, or who has been advised by a health care provider to self-quarantine
- Caring for a son or daughter whose school or childcare is closed due to COVID-19
- Currently experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services

Questions regarding leave or requests for reasonable accommodations should be directed to your direct supervisor and/or Human Resources.

We feel the protocols and safety measures described above will provide for a safe and structured environment as we transition back from remote-work to on-site work. As this remains a fluid situation, we will continue to work with the appropriate agencies to ensure our processes and protocols continue to meet the standards necessary to ensure our safety.

Sincerely,

Thomas Alvarez
Chief HR Officer