



Pocono Mountain School District
Administrative Procedures – Faculty and Staff
COVID-19 Safety Agreement

Employee health and safety is a top priority. To support employees in returning safely to work, we have developed the following plan based on state and local guidelines. The success of our reopening relies on employees' understanding and cooperation. Prior to working in the school, all employees will be required to sign an acknowledgement of the Safety Plan.

We understand that individual circumstances may differ and encourage employees with specific risks or concerns to contact Dr. Kathleen Smith in Human Resources to discuss alternative arrangements, should they be necessary.

NOTE: All reopening efforts must be considered tentative and subject to change. Should an employee test positive for COVID-19 or experience COVID-19 symptoms, our plans may change to protect you.

- **Physical Distancing.** All employees are expected to follow social distancing best practices while in our school, including, but not limited to classrooms, workstations or cubicles, conference rooms, offices, and common areas. Specific guidelines are as follows:
 - Keep at least 6 feet distance or to the maximum extent possible from your coworkers at all times.
 - We will rely on telephone and virtual conferencing to the best extent possible. Essential in-person meetings must be held in open, well-ventilated spaces with appropriate social distancing among participants.
 - Avoid physical contact with others whenever possible, such as handshakes or hugs.
 - Avoid gathering when entering and exiting the building and/or offices.
 - Follow any posted signage regarding COVID-19 social distancing practices.
 - Avoid common areas where possible.

- Protective Equipment.
 - Where social distancing is not possible, employees must wear face masks or shields. We will provide disposable masks or a face shield to our employees to use. Face coverings must be worn correctly covering the nose and the mouth.
 - When you are in an isolated workspace, you will not be expected wear a face covering.
 - When you meet with another employee in his or her classroom or office or workstation or in a conference room, you must wear a face covering.
 - Where working adjacent is unavoidable, employees must wear their masks.
 - Face coverings must be cleaned or replaced when damaged or soiled, may not be shared, and should be properly stored or discarded.
 - We ask that employees only use their assigned school supplies and limit the sharing of objects, such as pens, staplers, paperclips, and other supplies. When you must use share items, sanitize your hands before and after contact.
 - If you are unable to wear a face covering due to a health condition, please notify a supervisor immediately and reasonable accommodations could be made with appropriate medical documentation related to ADA interactive process.
- Hygiene. Practicing good hygiene is essential to prevent the spread of COVID-19. Please support the health and safety of your co-workers and community by practicing good hygiene at work and at home.
 - Hand sanitizer containing 60% or more alcohol will be maintained throughout the school. If you are unable to locate hand sanitizer, please notify a supervisor.
 - Employees are expected to wash or sanitize their hands regularly as indicated to maintain appropriate hand hygiene and at minimum every hour while on assignment.
- Cleaning. Each employee is responsible to keep the school as clean as possible. The school will strictly adhere to the hygiene and sanitation requirements released by the Centers for Disease Control and Prevention (CDC) and the Department of Health (DOH).
 - Cleaning supplies will be accessible throughout the school.

- Employees should regularly disinfect their workspace, especially frequent touch points such as computer parts, pens/pencils, and other frequently used school supplies.
- Whenever you use a common piece of equipment (such as the copier, stapler, postage, or other common equipment), wipe down the equipment before and after your use.
- Transparency and Communication.
 - If an employee tests positive for COVID-19, experiences symptoms of COVID-19, or had close contact with a probable or confirmed case of COVID-19, the employee must immediately notify a supervisor and the Human Resources Department.
 - Signs will be posted throughout the building reminding all entrants to adhere to proper hygiene, social distancing, appropriate use of face coverings, and cleaning/disinfecting protocols.
- Screening and Wellness. Helping you remain safe is our priority. The following procedures are intended to support your safe return to work.

IMPORTANT: You may be asked to confirm the status of your health as a condition of working in the school.

- Prior to beginning work, all employees will be asked to attest in writing regarding (1) COVID-19 symptoms in the past 14 days, (2) positive COVID-19 test in the past 14 days, and (3) contact with a probable or confirmed case in the past 14 days.
- The above questions will also be asked of all essential visitors prior to their entry into the school.
- We may implement daily temperature screenings prior to employees' entry into the school or office.
- COVID-19 Exposure Protocol. In the case of a probable or confirmed case of COVID-19, the following protocols will be followed:

- Employees who test positive for COVID-19, experience COVID-19 symptoms, or have been in close contact with a probable or confirmed case of COVID-19 are instructed to follow the advice of a qualified medical professional and self-quarantine, as according to the CDC and DOH guidelines.
- All common areas of the building will be disinfected using the COVID-19 cleaning protocols recommended by the CDC.
- All employees who were within 6 feet of the individual for 15 minutes will be contacted and notified that they may have encountered COVID-19, consistent with applicable confidentiality laws.

MESSAGE TO ALL EMPLOYEES

We look forward to the future and returning to our offices. The COVID-19 pandemic has created uncertain times and resulted in unprecedented workplace changes. We are prioritizing the health of our employees and community every step of the way.

We ask for your patience and understanding of the fact that the COVID-19 pandemic may require our plans to change. You will be given as much notice as possible in the event of an unforeseen setback or school closure.

We wish you and your family good health and a safe return to work.

