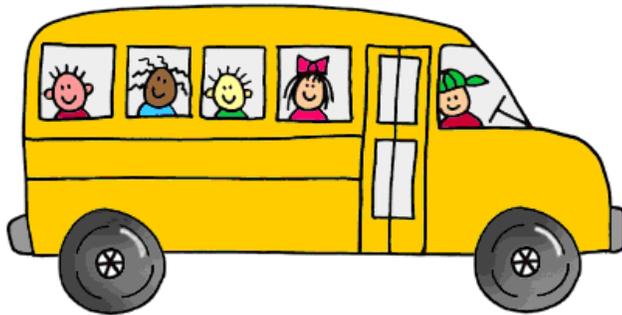


# COVID-19 Guide for PCPS Employees



# Welcome back!

As we return to working on site and begin this “**new normal**” in our workplace, we understand that many employees are concerned about safety as well as the changes to policies and procedures that we have implemented. We are taking your concerns and well-being and the well-being of students seriously.



## What we are doing:

- All employees and visitors entering our buildings will see **visible reminders of COVID-19 symptoms on the doors** and are asked not to enter if they are experiencing any of these symptoms.
- **Common areas and frequently touched surfaces are being cleaned daily.** Cleaning supplies will be available, training provided, and employees are encouraged to clean and disinfect workspaces throughout the workday.
- **Hand sanitizer is provided throughout our buildings.**
- **Posters are displayed** with reminders on how to prevent the spread of germs.



## What we are doing:

- Seating arrangements are being revised to allow for social distancing.
- Use of communal areas is being reserved for only essential use with **reduced seating and capacity limits.**



# Face Coverings

Employees must wear a face covering or utilize a physical barrier when physical distancing of at least 6 feet cannot be maintained



**Please carry a mask with you at all times, in case you unexpectedly find yourself in a situation that limits physical distancing.**

Administrators may use the following slides and post on the doors in areas where physical distancing is not possible (i.e., entrance doors, smaller office areas) to ensure the safety of our students and staff.



Please  
put on a  
mask  
prior to  
entering



# Visible Reminders Concerning COVID-19

## Symptoms of Coronavirus (COVID-19)

Your symptoms can include the following:

### Fever



If you have COVID-19, you may have mild (or no symptoms) to severe illness.

Symptoms can appear 2-14 days after you are exposed to the virus that causes COVID-19.

### Cough



Seek medical attention immediately if you or someone you love has **emergency warning signs**, including:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or not able to be woken
- Bluish lips or face

### Shortness of breath



This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.



03/24/20 April 10, 2020

[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

## Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.

Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.



When in public, wear a cloth face covering over your nose and mouth.



Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

03/24/20 April 10, 2020 5:20 AM

# Visible Reminders Concerning COVID-19



## Feeling Sick?

Stay home when you are sick!

If you feel unwell or have the following symptoms  
please leave the building and contact your health care provider.  
Then follow-up with your supervisor.

DO NOT ENTER if you have:



FEVER



COUGH



SHORTNESS OF  
BREATH



CS19108-4 Mod 12, 2020/04/16

[cdc.gov/CORONAVIRUS](https://cdc.gov/CORONAVIRUS)

## What you must do:

- **Wash your hands** or use hand sanitizer often.
- When hand washing, **wash for at least 20 seconds.**
- **Self assess** each day prior to entering the building and **complete temperature check.**



## What you must do:

- **Stay home or go home immediately if you are sick** and report absence to school administrator.
- **Maintain social distancing practices** in the workplace.
- **Follow cleaning product instructions** when cleaning your work areas.
- **Cover your nose and mouth when coughing, sneezing and blowing your nose.** Immediately throw tissue into a trash can and wash your hands for 20 seconds or use hand sanitizer.
- **Avoid touching your face especially with unwashed hands.**



# What you must do:

- Replace handshakes with head nods and waves.
- Follow all school division **policies, practices, and expectations.**
- **Be kind.** Understand that this is a stressful time for everyone, and an extra bit of kindness right now can go a long way.



# How will positive cases of COVID-19 be handled in the workplace?

Despite all precautionary measures, there is always a risk of workplace exposure to communicable diseases. **An exposure is defined as being within 6 feet of someone diagnosed with COVID-19 for 15 minutes or more or in direct contact with secretions from a person who has been diagnosed with COVID-19.** Should an employee or student diagnosed with COVID-19 expose others in our workplace, we will immediately inform all employees and families impacted of the possible exposure. **PCPS will work in conjunction with VDH to conduct contact tracing and determine quarantine measures. A thorough cleaning of the workspace used by the infected individual will be conducted.**

# Frequently Asked Questions



## Can I work from home?

As we begin phasing back into our buildings, **employees will be expected to come to work on their assigned days**. If an employee is unable to work on their assigned days, the employee must apply for leave, which will be processed in accordance with applicable law or policy. If employees have specific concerns or would like to apply for the Emergency Paid Sick Leave Act, the Emergency FMLA Expansion Act, or request reasonable accommodations, they should contact their supervisor and the HR Department.



## Is it safe to return to work?

**We are taking precaution to minimize the risk of exposure to COVID-19.** We are following federal health and safety guidelines as well as guidance from our state and local governments. We are implementing practices such as employee health reminders, cleaning high traffic areas more frequently and social distancing practices to keep our workplace healthy.

# Frequently Asked Questions



## Do I have to answer medical questions when reporting to work?

**All employees and visitors will see visible reminders regarding COVID-19 symptoms before entering our buildings.** Individuals who have COVID-19 symptoms will be asked not to enter the building. Employees will be expected to self assess each day for symptoms and complete temperature checks. Please refer to PCPS policies regarding use of paid and unpaid leave for absences.



## What should I do if I feel sick?

**Employees who feel ill should notify their principal/supervisor and not report to work.** If you are already at work and begin feeling sick, you should notify your principal/supervisor and go home immediately.

# Frequently Asked Questions

## Will we continue to have in-person meetings?

In order to promote social distancing in the workplace, some meetings will need to be restructured. You may be asked to attend an **in-person meeting with limited attendees** in a space that is large enough to allow for distancing between participants. In addition, some meetings will include a **virtual option** for employees to participate from their personal workspace. The meeting organizer will provide you with guidance specific to your role.

# Changes You May See at Work

In the weeks to come, we will continually be monitoring the pandemic circumstances and adjust workplace practices following the guidelines set forth by the CDC, VDH and State/Local Officials.



PCPS remains committed to the health and safety of all our employees, students and community.