

- For employees who exit and enter the worksite multiple times per day, a sticker may be given to wear that certifies that they have already been successfully screened. Loss of that sticker may necessitate a repetition of screening.

III. Hygiene:

- District will provide plastic-lined trash dispensers that do not require lifting a lid, for: used paper towels, any discarded gloves and masks, used tissues, and disposable wipes. District will provide hand sanitizer, and soap/hand towels in restrooms.
- All individuals (SDUSD employees, contract employees, individuals representing a contractor or subcontractor, and other visitors) are required to wash their hands, or use hand sanitizer:
 - When entering and exiting the building
 - At the start and end of each shift
 - Before and after eating (after eating washing preferred to sanitizer)
 - Before and after donning/doffing their face covering
 - Before and after using restroom (washing required; not sanitizer)
 - Before and after using water fountains and similarly shared surfaces
 - After coughing/sneezing and use of tissue.
- Avoid touching face coverings, eyes, nose and mouth throughout the work day.
- Sweat rags, tissues and like items must be properly disposed of in a trash receptacle.
- Use [cough etiquette](#); cover mouth and nose with tissue, throw used tissues in trash. Use elbows if no tissue.
- Reduce use of all high-touch communal items, such as coffee pots, water coolers, bulk snacks, and use alternatives such as prepackaged single-serving items.
- Refrigerator handles and microwave handles and other communal items should be used only after washing/sanitizing hands. Wash and sanitize hands after using as well. Having a roll of paper towels nearby, and using a paper sheet to open these touched items can also mitigate risk.
- Avoid practices that may produce small airborne aerosols. Using nebulizers (for medications) can produce smaller droplets that remain in the air for hours. As a precaution, it is best not to use a nebulizer in any district facility.

IV. Physical Distancing:

Distancing between persons of 6 feet must be maintained. District will post signs limiting number of persons permitted into any restroom, and any one office or meeting room at any one time.

- Distancing applies when waiting to enter or exit buildings and rooms and in work spaces.
- If 6 feet of separation cannot be maintained (e.g. lifting of a heavy object), these individuals should plan accordingly to reduce possibility of physical contact: make duration of proximity very brief; face covering, limit speaking, etc.

- SDUSD employees are to drive separately to SDUSD facilities to perform all activities, unless they are household members. If a SDUSD employee is unable to drive a district vehicle and must use their personal vehicle, mileage compensation will be provided per SDUSD policies and procedures.
- In-person meetings / Breaks / Joint meals
 - Elect to have distance meetings (e.g. Zoom) even amongst people in the same building.
 - Meetings held outdoors (still a requirement to wear masks and be seated 6-feet apart), are the safest way to have in-person staff meetings.
 - Breakrooms, meeting rooms, and lounges should be organized so that no seating is closer than 6 feet.
 - Indoor in-person meetings, if absolutely necessary, should be limited to as few people as possible and to shortest durations as feasible. All participants must wear face-coverings and be seated 6 feet apart. Choose the largest and best-ventilated room.
 - Eating (lunch and snacks) should be done individually, not in groups, as staff cannot wear masks. Eating outdoors is preferable to eating lunchrooms. In lunchrooms or outdoors, never be less than 6-foot distance.
 - Arrange communal seating area by removing, covering, turning, or taping chairs that should not be used.

V. Face Coverings:

These are required to be worn at all times while on SDUSD property (offices, bathrooms, common areas).

- Face coverings should be made of cloth materials. They must NOT have a valve.
- Face coverings must cover both your nose and mouth at all times.
 - While the District will have face coverings available to SDUSD employees, all should be prepared to provide their own face covering. One will be provided if they do not have one.
 - Contract employees or individuals representing a contractor or subcontractor are required to provide their own face coverings.

VI. Other District Support:

- District will maximize air circulation: Optimal HVAC settings (MERV/fresh air content; filtration)
- District will provide routine cleaning, disinfection or other sanitation of office spaces, bathrooms and other common areas must be done routinely
- At the beginning and end of each shift, the BSS/POS, P/E/I, PM, Crew Leader or Lead SDUSD staff will provide access to the job site and unlock one or more staff restrooms and leave the door ajar.
- If additional supplies are needed, supervisor should contact Ron Dare at rdare@sandi.net.
- If the District is notified that someone attending a District-sponsored event became COVID-19-positive with symptoms starting within 48 hours of the event, close contacts (as defined by CDC) with that person will need to self-quarantine, as per San Diego County public health policy.
- Gloves are not required to stay safe but may be worn, as per staff member preference. Their primary value (aside from food service personnel) may be to limit touching one's face.

COVID – 19 EMPLOYEE SYMPTOM QUESTIONNAIRE

Please complete this questionnaire daily at home and bring to your District place of work. If you do not have a printed at home to generate this page, jot your answers down on a piece of paper and bring to work instead. If questions, please call Nursing and Wellness Office: 619-725-5501.

1. Do you have a new cough that you cannot attribute to another health condition?	Yes / No
2. Do you have shortness of breath that you cannot attribute to another health condition?	Yes / No
3. Do you have headache that you cannot attribute to another health condition?	Yes / No
4. Do you have a runny nose or congestion that you cannot attribute to another health condition?	Yes / No
5. Do you have any of the following symptoms: fever, chills, repeated shaking with chills, muscle pain, sore throat, nausea, vomiting, diarrhea or new loss of taste or smell?	Yes / No
6. Have you come into close contact (within 6 feet) with someone who has a laboratory-confirmed COVID-19 diagnosis in the past 14 days?	Yes / No
7. Has a health care provider or public health official asked you to quarantine (i.e., stay home) during this period?	Yes / No
8. Have you traveled to a foreign country in the past 14 days? (Respond "No" if your only travel is commuting to work from Mexico's border region with San Diego)	Yes / No

If you responded "Yes" to any of these questions or if your temperature is >100°F (or >37.8°C), please: (a) do not come to work today, and (b) call your supervisor to explain the reason.

If you responded "No" to all these questions and your temperature is normal, bring this form with you to work today.

Name (Printed)
Option: just write Employee number (for privacy)

Today's Date

Employee number

Full Signature or Signed Initials

Name of your Supervisor