



White Pigeon Community Schools

“Every Student—Every Day”

White Pigeon Community Schools Training Document Related to COVID-19

Staff are required to read and sign their acknowledgement of receipt of the training materials.

The health and wellbeing of our staff is important. In compliance with Executive Order 2020-97, this document has been developed to train staff on safety procedures and protocols in our effort to reduce the spread of COVID-19.

Summary of CDC Guidance:

This virus is believed to spread mainly from person-to-person contact. That includes people in close contact (under 6 feet), through respiratory droplets, through inhalation or droplets that could land in the mouth or nose.

Ways to avoid spread, per CDC Guidance:

- Wash your hands often, for at least 20 seconds. This is especially important after being in public places, touching your face, or coughing/sneezing/blowing your nose.
- Use the inside of your elbow or a tissue if coughing or sneezing.
- When hand washing isn't available, use hand sanitizer containing at least 60% alcohol.
- Avoid touching your eyes, nose, and mouth with unwashed hands
- Avoid contact with people who are sick, including in your home.
- When out, continue to utilize social distancing of 6 feet or greater.
- Cover your mouth and nose with a cloth face cover when around others.
- Clean and disinfect frequently touched surfaces, including, but not limited to: door knobs, tables, printers, copiers, sinks, faucets, and light switches.
- Be alert for symptoms, such as fever, cough, shortness of breath, or other symptoms of COVID-19
- Take your temperature if symptoms develop, contact your supervisor, and stay home with symptoms.
- Do not return to work until criteria to discontinue home isolation are met, in consultation with health providers, and per current Health Department guidance,
- Staff members who are well, but have sick family members at home with COVID-19, should notify their supervisor and follow CDC recommended precautions.
- Before coming to work each day, check yourself for symptoms and follow appropriate precautions.

What do you do if you have symptoms:

- Stay home and contact your medical care, as appropriate, for next steps. Call your supervisor right away, who will immediately contact HR. Watch for emergency warning signs, such as trouble breathing.
- As much as possible, isolate yourself away from people and pets. Use a separate bathroom, if possible.
- Follow care instructions from your health care provider.

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Workplace Infection-Control Practices

General Precautions:

- Staff will continue to be asked to maintain at least 6 feet from one another. A sneeze guard will be added at the front desk in the Superintendent, Middle/High School and Elementary offices. Please respect other people's space and maintain at least 6 feet between staff.
- Masks are required in all common areas and shared offices when more than one person is present. Masks, as well as wipes, are provided in the front entry by the offices. Additional masks are available from Bill McClure.
- For outside work, masks are only required when social distancing is not an option.
- Staff are allowed to keep devices over the summer to reduce risk of contact.
- All out-of-county travel for professional development and/or meetings is prohibited until further notice. In-county travel is only approved if it aligns with essential services, including, but not limited to, food and educational support.
- Until additional information is available, student services over the summer will be limited to remote services only, to protect our students.
- Staff will continue to be allowed to remote work to the extent possible to still ensure the work is done and the facility is open. Supervisors will work with their individual departments for customized plans and review those plans with the superintendent.
- When onsite, staff with shared work spaces will be given a schedule by their supervisor to ensure appropriate distancing practices can be met. If staff need to be in the district on a day when they are not allowed in their work space due to distancing, additional rooms may be utilized to allow for appropriate social distancing. Staff are asked to wipe the area off before and after use in shared space, using antibacterial wipes available onsite.
- Additionally, staff working onsite are asked to wipe off their work spaces at least twice daily.
- Meetings of no more than ten staff members are allowed onsite, with social distancing practices, and masks are still required. Virtual meetings are still encouraged.
- Conference rooms are closed to the public, as nonessential visitors are prohibited at this time. Additionally, these spaces are used to promote continued social distancing.
- Water fountains are closed until further notice.

If you feel ill:

- If staff feel ill at work, they are required to immediately self-isolate and contact HR. Thermometers are available at the summer worksites to self-monitor.
- Staff with symptoms that match COVID-19 should stay home and follow-up with health experts.

If you are ill:

- If an employee is confirmed with an identified case of COVID-19, the local health department and anyone who may have come in contact with that person, shall be notified within 24 hours.
- Staff will be allowed to return to work after they are no longer infectious, based on the latest guidelines in the Center for Disease Control.

Questionnaire to Self-Monitor for Symptoms

- Do I have a new onset of sneezing or coughing?
- Do you have a fever of 100.3 degrees or above?
- Do I have shortness of breath?
- Did I recently experience a loss of smell?
- Do I have a new onset of body aches?

If the answer to all questions is “no”. You are fine to come to work.

Notification of Symptoms

If the answer to any of the Self-Monitor questions is “yes” without an explanation (i.e., allergies, fibromyalgia, etc.), do the following:

- Stay home.
- Contact your supervisor (who will contact HR).
- Follow-up with a healthcare provider for next steps.

Confirmed Diagnosis of COVID-19

If an employee is confirmed with an identified case of COVID-19:

Executive Order requires that the local health department and anyone who may have come in contact with that person be notified within 24 hours.

The facilities supervisor will be contacted, and any area with potential contamination will be temporarily closed until a deep cleaning is completed.

Cleaning

Custodial services are required to increase disinfection efforts on high-touch surfaces. Antibacterial wipes are to be available in common areas, to be used by personnel on shared equipment/ space prior to use, to reduce contamination exposure.

Proper Use of Personal Protective Equipment

A face mask, scarf, or some sort of covering is required by all staff when in common areas or when in shared offices and you aren't alone. This mask should cover both the nose and mouth. If a mask is needed, additional masks are available from Bill McClure.

Reporting Unsafe Working Conditions

If there is a violation of the safe working conditions outlined in this document, contact Jon Keyer or Carrie Erlandson as soon as possible

Signature: _____

Date: _____