



## St. Tammany Parish Public Schools Return-to-Work Plan

The safety of our staff is the greatest concern of the STPPS leadership. To ensure a safe work environment during the COVID 19 pandemic, the following safeguards have been developed.

### 1. **Health screening.**

- a. The public and employees will be subject to temperature checks and screening questions. If an employee or visitor has a temperature greater than 100 degrees or answers “YES” to any of the screening questions, access to the building will be denied.
- b. Staff should self-monitor for symptoms before physically reporting to work. Symptoms include fever over 100 degrees, dry cough, shortness of breath, chills, shaking chills, body aches, headache, sore throat and loss of taste or smell. If employees have any of these symptoms and a reasonable belief that they may have been exposed to COVID-19, they should stay home.
- c. If employees develop symptoms at work, they should immediately self-isolate, notify their supervisor, return home, isolate from others at home and contact a healthcare provider.
- d. Employees must keep their principals/supervisors informed of any COVID-19 presumptive or actual diagnosis. If employees are asked to quarantine as a result of a diagnosed family member or close contact, they must stay home and notify their principal/supervisor.

### 2. **Enhanced cleaning/disinfectant procedures.** Procedures shall continue indefinitely and include the following:

- a. Regular cleaning of high-touch surfaces by custodial staff, and disinfecting all furniture, flat surfaces and floors.
- b. All employee restrooms will be disinfected throughout the day.
- c. STPPS will make hand sanitizer and cleaning supplies as readily available to employees as possible. STPPS will use cleaning and disinfectant products from the list recommended by the FDA and CDC and will follow all CDC guidelines.
- d. Upon arrival and before leaving work, employees must disinfect frequently touched surfaces including their workspaces, keyboards, printers/copiers, telephones, light switches, and doorknobs using approved cleaners; wear gloves if available to clean and wash hands after cleaning and removing gloves.
- e. Staff should maintain excellent hand hygiene using soap and water to wash hands for at least twenty seconds or alcohol based hand sanitizer. Employees should wash hands at least every two hours and more often if they touch their faces, sneeze, cough, use the restroom and before eating or drinking.

### 3. **Signage.** STPPS will post signs near bathrooms and in common areas reminding and encouraging staff to wash hands near bathrooms and in common areas.

### 4. **Social Distancing.** Staff should:

- a. Maintain six feet between themselves and other employees; STPPS will designate six-foot distances with appropriate markings or signage to ensure social distancing near elevators, copy machines and anywhere staff may congregate.
- b. Limit movement in buildings as much as possible.
- c. Avoid in-person meetings when possible and must adhere to social distancing guidelines when meetings in person are necessary.
- d. Not gather with others except as is necessary for work-related purposes.
- e. Practice social distancing in elevators.
- f. Not linger in common eating areas or lounges.
- g. Limit sharing physical work materials.

**5. Barriers.**

- a. STPPS will create barriers between workspaces where six feet of distance between employee work stations is not possible.
- b. STPPS will erect barriers where staff will need to interact with the public.

**6. Face coverings.**

- a. Staff should wear face coverings when entering buildings.
- b. Staff may remove face coverings in their own offices.
- c. Cloth masks may be reused but should be laundered daily using high temperature washing and dryer settings. If masks are used for long periods throughout the day, consider changing to a fresh mask if it becomes moist or soiled with mucus.

**7. Office/Building procedures.** STPPS will be following Federal and State guidance and therefore will implement some new rules and policies for the health and safety of ourselves and our families. This list will be updated accordingly, but as of now please adhere to these policies:

- a. Practice social distancing in all areas: hallways, offices, cubicles, restrooms, and breakrooms at all times (including breaks/lunch).
- b. No community food or meal sharing. All personal food items (Tupperware and water bottles) should be taken home daily.
- c. Do not bring your children to work.
- d. Do not bring family members into employee areas.
- e. Respect your co-workers' personal space, workspace and work equipment. Do not use another co-workers' workspace.
- f. Please wash your hands. All public surfaces should be sanitized frequently.
- g. Disinfect your workstation (at a minimum) at the beginning each day, the end of each day and after each and every interaction with the public.
- h. Do not come to work if you have a fever.
- i. Do not come to work if you are ill.
- j. Do not come to work if you are caring for a family member who may have COVID-19.

STPPS will share these safeguards with each employee and post them on our website. These safeguards adhere to guidance from the Center for Disease Control.