

EMPLOYEE WELLNESS AND SAFETY PROTOCOL DURING THE COVID-19 PANDEMIC

Washington County Public Schools (WCPS) is carefully monitoring the most up to date information from the Centers for Disease Control and Prevention (CDC), Occupational Safety and Health Administration (OSHA), and local, state, and the federal government.

WCPS is striving to be proactive in addressing concerns and questions that may arise regarding employee wellness and safety during the COVID-19 pandemic. WCPS is continually assessing buildings, work environments, and specific job duties to ensure safe work practices and that personal protective equipment (PPE) is available and utilized.

Across all WCPS locations, face coverings should be worn in buildings at all times unless an employee is alone in an enclosed office or classroom with the door closed. A face covering must also be worn when working outside and physical distancing is not possible. An open face shield is NOT a substitute for a face covering. Each employee will be provided two WCPS masks upon return to work. All employees are encouraged to practice physical distancing and wash and sanitize their hands frequently. Other precautions may be in place at specific work locations like room occupancy capacity and one-way traffic hallways.

Employees are to self-screen their health daily for symptoms which may include but are not limited to:

- a. Cough or shortness of breath
- b. Temp 100.4 F or greater/Chills
- c. Muscle/body aches
- d. Fatigue
- e. Sore Throat
- f. Headache
- g. Loss of Taste/Smell
- h. Nausea/Vomiting
- i. Diarrhea
- j. Congestion/Runny Nose

Fever Guidelines: During this COVID-19 pandemic, if an employee has a fever at home/at school, the employee is to remain home until fever-free for 24 hours without fever-reducing medication.

FEELING SICK?

1. Employees should stay home if they have a new onset of cough or shortness of breath or show any two symptoms of COVID-19 identified above (b - j). Employees should:
 - a. self-isolate and seek medical attention; and
 - b. contact their principal or supervisor.
2. Currently, WCPS is not performing health screenings such as checking the temperature of employees reporting to work daily. However, if an employee becomes sick throughout the workday, they are to immediately report their condition to their supervisor. The employee may be asked to leave work, seek a professional medical assessment of their symptoms, and/or obtain a COVID-19 test.

THINK YOU HAVE BEEN EXPOSED, HAVE SYMPTOMS, HAVE TESTED POSITIVE FOR COVID-19, OR HAVE TRAVELED?

1. The CDC defines exposure as being in close proximity (within 6 feet for a cumulative 15 minutes over a period of 24 hours) to an individual during the:
 - a. 48 hours prior to onset of symptoms for an individual testing positive with COVID-19; or
 - b. 48 hours prior to a positive test result for an individual who is asymptomatic.

2. WCPS employees are not to report to work and are required to notify their supervisor if they have:
 - a. exposure to a COVID-19 positive individual;
 - b. been contacted by an identified state contact tracer;
 - c. symptoms;
 - d. tested positive for COVID-19; or,
 - e. have traveled out of state to a location identified by the Maryland Department of Health in their most current travel advisory.

3. Supervisors are to immediately report the communication with the employee to responseCOVID19@wcps.k12.md.us. This email address is monitored by a small team of WCPS administrators prepared to respond.

4. If an employee tests positive for COVID-19, the employee is to remain isolated at home until they are released by a medical professional to return to work.

5. WCPS cannot disclose the identities of employees who test positive or are suspected of being positive for COVID-19 because of privacy laws. WCPS will conduct contact tracing to limit the risk of exposure to others. WCPS will collaborate with health officials to facilitate contact tracing and notification related to COVID-19 cases or possible exposures. WCPS, if needed, will gather the names and contact information of those employees that may have been exposed.

6. Employees identified as potentially having exposure may be asked to:
 - a. leave work;
 - b. self-quarantine/self-monitor; and
 - c. seek a professional medical assessment.

7. A quarantine period of up to 14 days may be required to return to work.

8. All medical notes from medical professionals should be sent to responseCOVID19@wcps.k12.md.us.

9. Employees requesting an accommodation should contact Regina Keller, Human Resources Department, 301.766.2953 or kellereg@wcps.k12.md.us.

10. WCPS will follow cleaning and disinfecting procedures established by the Maintenance and Operations Department following local health officials and CDC guidelines.

More specific information can be found here: *When You Can be Around Others After You Had or Likely Had COVID-19* <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>

If employees need additional information, they should contact responseCOVID19@wcps.k12.md.us or call the Benefits office at 301.766.2810.