

**BERGEN COUNTY SPECIAL SERVICES SCHOOL DISTRICT  
BERGEN COUNTY TECHNICAL SCHOOLS**

Paramus, NJ 07652

*Office of Human Resources*

**ON-SITE WORK ATTENDANCE (STAFF HEALTH SELF-REPORT)**  
**(July 2020)**

Starting July 13, 2020, 12-month staff in positions that do not work primarily with students (i.e., administrators, secretaries, custodians and non-affiliated staff) in all school and district offices will return to on-site work attendance at least half-time, scheduled on a rotating basis in each department. Please remember that remote/virtual job performance is still expected during the time each staff member is not working on-site.

Our “re-opening” will be done with safeguards in place to protect employee health. Details were sent out to staff earlier this month and can be found in the “District Re-Start Committee” section of the district website. This memo provides additional detail about the requirement that each person who is scheduled to report to work on-site submit a daily “Staff Health Self-Report” before entering any district or host-district building.

1. **“Staff Health Self-Report” Tool:** This link (<https://srt.bergen.org>) will take you to the self-report tool. It is the same tool for both BCSS and BCTS. The link can be typed into a web browser directly, or found: (BCSS website) at the second link in the “Staff” drop-down menu on the front page of the website; and (BCTS website) in the upper, right-hand corner of the front page of the website. Sign in with your district network User Name and Password.
2. **“Self-Report” Submission:**
  - **No one is allowed report to work at a district or host-district building unless s/he is cleared to do so through this system that day.**
  - This report must be submitted within one (1) hour of the time you leave home to travel to your work site.
  - Please select a single “Building” location from the appropriate drop-down list each time you submit.
  - Please answer all questions about “Possible Symptoms”, “temperature”, and “close contact” based on your information at that time. You must take your own temperature each time you submit a report. The form sets all answers to “No” as the default.
  - Please remember to click the “Submit” button after you answer all the questions.
3. **“Self-Report” Results:**
  - Every self-report submission will receive an immediate result stating that you may, or may not, report to work that day. Supervisors will be emailed lists of “allowed” and “not allowed” results for their departments each day.
  - If you are not allowed to report to work that day, please contact your supervisor immediately to discuss your “remote work” or “out of work” status. Only “out of work” needs to be reported in Frontline.
  - Employees working at non-district/host-site locations may be asked to submit health self-reports using other districts’ forms. You must still also complete and submit a self-report using our district’s tool so that our district has your information, and your supervisor is informed whether or not you are allowed to be on-site that day.
4. **“Self-Report” Follow-Up**
  - On the advice of our County Health Department, a “Yes” response to any of the “Possible Symptoms”, “temperature”, and/or “close contact” questions will produce a “not allowed to report to work” result.
  - Resolving the “not allowed to report” status will require discussion between the employee, his/her supervisor and the HR Department, and will be based on the facts of each situation.
  - If you are not allowed to report to work, you may choose to talk with a healthcare professional about the information you reported. You may also choose to use the CDC’s online “Self-Checker” tool ([Coronavirus Self-Checker](#)) after receiving your “not allowed to work” result in order to gather additional information related to your situation.