

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

Paramus, NJ 07652

Office of Human Resources

ON-SITE WORK ATTENDANCE PROTOCOLS
(July 2020)

On June 9th Governor Murphy lifted the state-wide “stay-at-home” order he issued in March. On June 12th he authorized school districts to operate on-site summer school programs, starting July 6th. On June 26th the NJDOE issued guidelines for reopening schools in the fall. These are signals that our administrative staff needs to move toward some degree of a “return to normal” with our work attendance.

Starting July 13, 2020, 12-month staff who do not work 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. On-site attendance will be scheduled on a rotating basis in each department, and remote/virtual job performance will continue to be expected during the time each staff member is not working on-site.

We will begin this “re-opening” with responsible safeguards in place to protect employee health. The following are arrangements that will be made, and rules we will all follow, when these on-site work schedules begin. Details about each are on the following pages:

1. **Employee health reporting** will be required prior to each time each of us reports to work on-site. We are developing a Google document each of us must complete and submit before each visit to the Administration Building. No one is eligible to report to work unless cleared to do so through this system that day.
2. **Social distancing** will be required at all times. The CDC says “close contact” is being closer to someone than six (6) feet for 15 minutes or longer. While at work at least six (6) feet of space must be kept between people unless closer proximity is needed for very short periods. Remember, six (6) feet is a minimum...more is better!
3. **Work stations** will be moved or re-positioned as needed so that each of us has a space where we can be safe and comfortable to work. If moving or repositioning a work station is not possible, or not sufficient, barriers will be installed.
4. **Personal protective equipment (PPE)** including face coverings, hand soap and hand sanitizer will be part of everyone’s daily work routine. We must provide our own daily-use face coverings, and they must be worn any time we are outside of our own individual work spaces. They do not need to be worn when we are at our own individual work station unless you are visited by a co-worker there.
5. **Common areas** will be restricted to one person at a time (for indoor spaces) and face coverings must be worn at all times. “Common areas” include: parking lots, elevators, restrooms, cafeterias, employee break rooms and copier rooms. “Occupied” signs may be installed if possible, but individual responsibility will be required to implement his rule. Gatherings for socializing are not allowed. Gatherings for job functions must be scheduled in advance, and adhere to “social distancing” and “PPE” requirements.
6. **“Cleaning”** is both a district, and an individual, responsibility. Custodians will disinfect “high-touch” surfaces in common areas. The district will provide disinfectant wipes to departments for individuals to clean high-touch areas in our own work spaces. Hand sanitizer and hand soap (in restrooms) will also be provided.
7. **Mail** will be delivered to, picked up and distributed within each department as it deems appropriate.
8. **Visitors and meetings with outside people** should be avoided in favor of email, telephone or online communications, where possible. Where in-person meetings are necessary, they should be: 1) as brief as possible; 2) held in the main entryway/lobby of the building; and 3) follow all of our “social-distancing” and “PPE” protocols.