

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

Paramus, NJ 07652

Office of Human Resources

ON-SITE WORK ATTENDANCE DETAILS
(July 2020)

NOTE: The needs of the different schools and departments may vary. Implementation of these protocols should be tailored by the Principal or supervisor to meet particular needs.

1. **Employee health reporting:** A link to a “self-reporting” form will be placed on the district website. Please answer every question as accurately as you can within one hour of leaving home each time you scheduled to report to work on-site. The link will be shared with all impacted employees prior to July 13, 2020.

When you submit your completed form, you will receive a notice that says either you are allowed to report to work, or you are not. If you are not allowed to report to work, **please stay home, contact your supervisor** to let him/her know you will be working from home or that you will be absent, and **enter your absence in Frontline if you are unable to work**.

If you are not allowed to report to work based on the information you submitted, you must contact a healthcare provider to discuss that information. You will be expected to provide documentation from a healthcare provider to the Human Resources Department within three (3) business days which states your medical status on the date you were supposed to report to work. In order to return to work on-site, you must provide medical documentation that you have met CDC guidelines for clearance to return. Please communicate about your ability to work and ability to return with your supervisor and/or the Human Resources Department.

When an employee submits a daily health report through our online system, the medical details will be kept in confidential records that only school nurses and the Human Resources Department can access. Supervisors will only receive messages indicating whether individual employees are or are not allowed to report to work that day.

The Google form is only the tool we will use in the near-term. We plan to purchase and use a commercial online tool by the time the rest of the district resumes any degree of on-site operations.

2. **Social distancing:** Since the start of this pandemic, social distancing and hand washing have been, and continue to be the two individual behaviors most recommended as measures to prevent the spread of COVID-19. We want to emphasize the importance of both as more people are present in our buildings together.

Please remember that six (6) feet of space between people is a minimum. More distance is better.

Social distancing works best when we are all on the same page about it and we are able to talk to each other about it. We should be ready to remind each other (nicely!), and to be reminded by others (without frustration!), if we find ourselves drifting closer to each other than six (6) feet in meetings or in conversations. Working together and being respectful to each other about social distancing is essential to us making our buildings safe and comfortable environments to work in. If problematic situations persist, please speak to a supervisor.

3. **Work stations** will be positioned to that each of us can work without being in “close contact” with anyone else while we are there. Rotating and staggered work schedules will also be a part of giving each person this safe space while we are at work. If partitions or other barriers are necessary, every effort will be made to use materials that maintain the visibility and “connectedness” the person is accustomed to.

Our work stations have an almost infinite variety of “positioning characteristic”. Summer building cleaning and maintenance will also add their normal disruptions to our environments. Individual “work station” spacing issues should be discussed and worked out with your Principal or supervisor. If assistance or additional resources are needed to give someone a safe, comfortable workspace, supervisors should contact the Operations Department.

4. **Personal protective equipment (PPE)** is another basic and essential tool for keeping our work environment safe. **Face coverings must be worn every time each of us is outside of our own individual work spaces. They must also be worn if we are visited by others in/at our own individual work spaces.** If some is unable to wear a face covering at work, please address this with your supervisor immediately.

Gloves may be worn, but are not required. **Frequent, thorough hand washing and/or the use of hand sanitizer are strongly recommended.** The district will provide departments with disposable gloves, hand sanitizer and hand soap (in restrooms) for employee use.

Each of us must provide our own face coverings. This will allow us each to use what works best for us. **Face coverings must cover the nose and mouth at the same time.** The district will provide extra face coverings for occasional needs.

If someone’s particular job or assignment warrants additional PPE (e.g., face shields, protective clothing) it will be provided by the district. Questions about specialized PPE, and about replenishment of basic PPE, should be addressed with your supervisor.

5. **Common areas** are natural gathering places. Gatherings must be avoided other than for necessary job functions.

“Single-occupancy” will be the rule for all common areas in the building. As with social distancing, single-occupancy of common areas will depend largely on each of us individually remembering and adhering to this rule. This will require each of us to be patient, kind, communicative and collaborative with each other. Where possible, the district will put signs up around common areas to remind everyone about “single-occupancy”, “social distancing”, “PPE” and “patience and collaboration”.

Face coverings must be worn at all times when we are in indoor common areas, and also when we are in parking lots entering and exiting our buildings.

6. **“Cleaning”** is something we all need to work together on. Our custodial staff schedules are increasing, so disinfecting “high-touch” surfaces in common areas will continue to increase as well (along with regular summer cleaning and maintenance projects).

Hand soap will always be available in restrooms to encourage frequent, thorough handwashing. Please report any empty dispenser immediately.

The district will provide disinfectant wipes and hand sanitizer to departments for individual use, but may not always have supply on hand. Employees may provide their own if they wish.

7. **Mail** distribution may be adjusted to minimize staff interaction. Each school and department will develop its own procedures, with the district courier and internally, for who receives mail, who opens mail and distributes it, as well as where incoming mail is received and outgoing mail is gathered for pick-up.

The CDC website says that although the novel coronavirus can survive for a short time on some surfaces, it is unlikely to be spread from mail or packaging. It may be possible to get COVID-19 by touching a surface or object that has the virus on it and then touching your mouth, nose, or eyes, but this is not thought to be the main way the virus spreads. **The CDC continues to recommend regular, thorough hand-washing (or using hand sanitizer) throughout the day, including after handling mail and packages.**

8. **Visitors and meetings with outside people** are something we need to regulate closely to minimize contact with people who may not be following our general safety protocols.

The district has spent the last three-plus months learning how to work remotely. We should continue to operate this way in our communications with outside people from our offices as much as possible. Please use email, the telephone and/or Zoom where you can. Anyone who hasn't used Zoom for work yet, and who may need to have face-to-face meetings with outside people, should contact the IT Department for help learning how to use Zoom and to make sure their computer at work is set up to use Zoom.

Outside people should only visit our buildings by appointment. Visitors will be asked to wait in the main entryway/lobby of the building, if possible. Conversations and the review/execution/exchange of documents should be done in the main entryway/lobby as much as possible.