

## NOTICE REGARDING COVID-19 SAFEGUARDS

EVSC has and will continue to utilize safeguards recommended by public health authorities in an effort to ensure a safe workplace for our employees and learning environment for our students and their families, including:

### Screening, Hygiene, and Enhanced Cleaning:

Screening: Employees must refrain from accessing any EVSC facility or conducting any business on behalf of EVSC outside of their residence if (1) they experience COVID-19 type symptoms<sup>1</sup>, or (2) have been exposed to COVID-19 in the last 14 days.

Hygiene: Employees are required to wash their hands frequently and in accordance with CDC guidelines (e.g., scrubbing hands with soap and water for 20 seconds or more). Additional recommendations regarding the frequency and duration of handwashing is available on the CDC's website.<sup>2</sup> In limited circumstances, employees may be unable to wash their hands frequently. In such cases, employees must use hand sanitizer, which will be located throughout buildings. Employees are encouraged to avoid touching their eyes, noses, or mouths, and should not share their personal items (e.g., cell phones and other electronic equipment) with others. Employees should avoid physical contact with others (e.g., avoid handshakes), and should utilize tissues or the inside of their elbows in the event they cough or sneeze. Immediately discard tissues in no-touch disposal receptacles.

To the extent employees are required to share work equipment (e.g., printers, photocopiers), they shall clean the items prior to and immediately following their use and wash their hands immediately thereafter.

Enhanced Cleaning and Disinfecting Protocols: EVSC has and will continue to implement enhanced cleaning and disinfecting protocols for its schools and other workplaces, including regularly cleaning high-touch areas.

### Symptom Protocols:

Reporting and Notification: In the event an employee experiences any COVID-19 symptoms or is exposed to COVID-19 prior to arriving at work, he or she must refrain from entering any EVSC facility or conducting any business on behalf of EVSC outside of his or her residence, and must follow the appropriate call-in procedures. The employee should contact his or her local health department and health care provider for further instructions.

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<sup>1</sup> Symptoms disqualifying one from work include (a) coughing, shortness of breath, or difficulty breathing, or (b) any two or more of a fever, feeling feverish, body aches, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell. Additional information regarding symptoms may be found on the CDC's website (available here: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>).

<sup>2</sup> <https://www.cdc.gov/handwashing/when-how-handwashing.html>

In the event an employee experiences any COVID-19 symptoms or is exposed to COVID-19 after arriving at work, he or she must immediately socially distance from others to fullest extent possible, report to his or her supervisor via email or telephone, utilize a mask or other face covering, and leave the work place.<sup>3</sup>

In addition to the foregoing, affected employees must notify Kimmie Griffin in the event they experience COVID-19 symptoms so the appropriate leave may be administered.

Returning to Work: Employees who experience COVID-19 symptoms may not return to work until they are free of fever (without the use of medication) for at least 72 hours (three full days) and symptoms have improved for at least 72 hours and at least seven days have passed since symptoms first began. Employees who are exposed to COVID-19 may not return to work for 14 days after their last known exposure, unless they experience symptoms. In the event an employee who is exposed also experiences symptoms, the standard set forth in this return-to-work paragraph regarding symptomatic employees shall apply.

To the extent the CDC issues guidelines calling for reduced or extended timelines related to symptoms and/or exposures, the CDC's guidelines will prevail.

Workspaces of Affected Employees: In the event an employee becomes symptomatic during or shortly after being present at work, his or her assigned area will be cleaned in accordance with the guidelines of public health authorities.

#### **Social Distancing:**

Social distancing: Employees shall socially distance themselves from others at a distance of six-feet per or more per person to the greatest extent possible. In an effort to ensure the appropriate social distances are achieved, employees are instructed to observe markings on floors and in common areas to the greatest extent possible.

#### **Personal Protective Equipment:**

Personal Protective Equipment: Unless otherwise instructed based on the nature of one's work and governing regulation or law, an employee may voluntarily elect to wear a mask or other face covering that covers the employee's nose and mouth and/or gloves.

#### **Office protocols:**

In-Person Meetings: Appointments for in-person meetings are required. Employees are strongly encouraged to utilize alternative communication methods (e.g., webex, conference calls) whenever possible.

Common-Use Items: The use of common-use items (e.g., coffee maker, microwaves) will be suspended until further notice.

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<sup>3</sup> For individuals charged with caring for students or other children, please ensure coverage has been secured prior to leaving the premises.