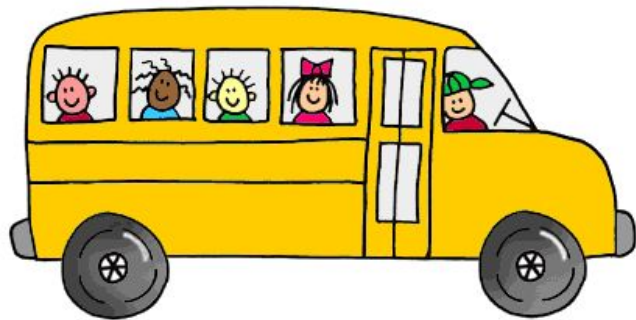


Personnel Guide for the Reopening of School for 2020-2021



Welcome back!

As we return to working onsite and begin this “new normal” in our workplace, we understand that many employees are concerned about safety as well as the changes to Division policies and procedures that we have implemented. Please know that we are continuing to promote the safety of staff and students.



Planning for Reopening

The health and safety of Pittsylvania County Schools' employees is important to us. We have taken steps to minimize potential risk associated with the current COVID-19 pandemic. We will continually be monitoring the pandemic circumstances and adjust workplace practices. Federal and State guidelines continue to evolve, and we will continue our efforts to maintain up-to-date policies and procedures. PCS will continue to collaborate with the Virginia Department of Health (VDH) to plan and implement procedures that are in compliance with current Centers for Disease Control and Prevention (CDC), the Virginia Department of Education (VDOE), and the Virginia Department of Labor and Industry (DOLI).

What we are doing:

- All employees and visitors entering our buildings will see **visible reminders of COVID-19 symptoms on the doors** and are **directed** not to enter if they are experiencing any of these symptoms.
- **Common areas and frequently touched surfaces are being cleaned daily.** Cleaning supplies will be available, and employees are encouraged to clean and disinfect workspaces throughout the workday.
- **Hand sanitizer is provided throughout our buildings.**
- **Posters are displayed** with reminders on how to prevent the spread of germs.



What we are doing:

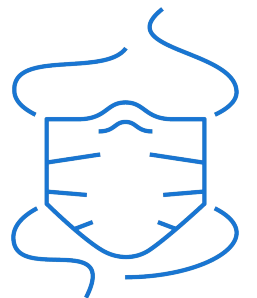
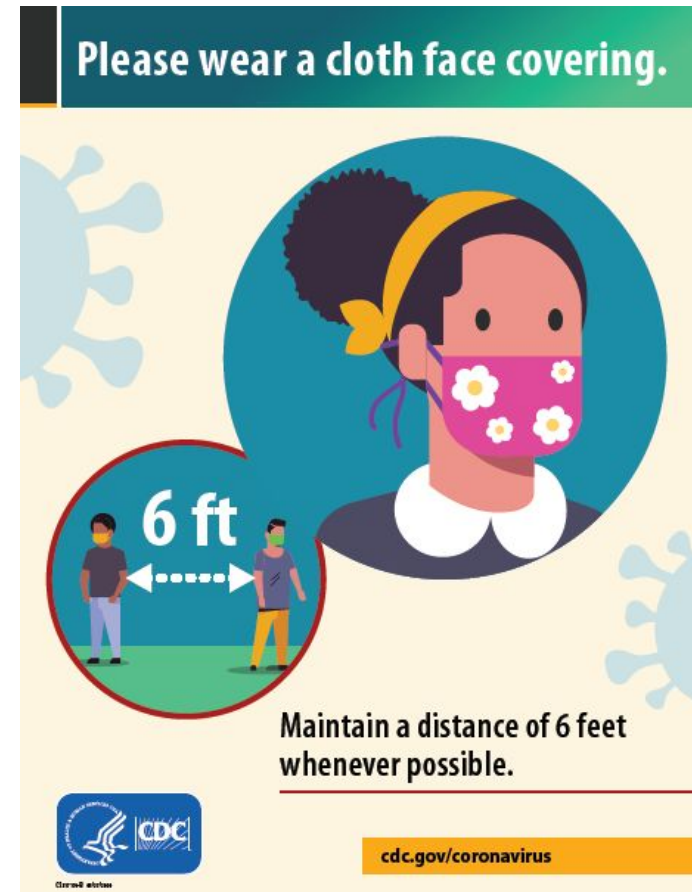
- During Phase I and Phase II of reopening, **business hours were modified to allow for staggered work shifts** in an effort to reduce the number of people in the building at one time. **Phase III** of reopening allows for the opening of schools with implementation of appropriate mitigating measures.
- **Workspace layouts and seating arrangements can be revised** to allow for increased physical/social distancing.
- Meeting rooms, break rooms and other communal areas may have **reduced seating and capacity limits**.
- Traffic in hallways and stairways may be adjusted to **increase physical/social distancing**.
- **Business travel may be restricted** to essential travel only.
- **Providing training to staff regarding appropriate procedures on COVID-19 preparedness and response.**



Face Masks and Face Coverings

Employees must wear a mask or face covering when physical distancing of at least six (6) feet cannot be maintained

Please note: Please carry a mask or face covering with you at all times should you unexpectedly find yourself in a situation that limits physical distancing.



Example Visible Reminders Concerning COVID-19

Slow the Spread of COVID-19

20 SECONDS
WHEN OUT WITH YOUR FRIENDS, WEAR A CLOTH FACE COVERING

WASH YOUR HANDS OFTEN

AND STAY 6 FEET APART FROM OTHERS

CLEAN FREQUENTLY TOUCHED OBJECTS

DO NOT TOUCH YOUR EYES, NOSE, AND MOUTH

COVER YOUR COUGHS AND SNEEZES

STAY HOME IF YOU ARE SICK

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Illustration: shutter

STOP

Feeling Sick?
Stay home when you are sick!

If you feel unwell or have the following symptoms please leave the building and contact your health care provider. Then follow-up with your supervisor.

DO NOT ENTER if you have:

- FEVER
- COUGH
- SHORTNESS OF BREATH

[cdc.gov/CORONAVIRUS](https://www.cdc.gov/CORONAVIRUS)

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Example Visible Reminders Concerning COVID-19

Symptoms of Coronavirus (COVID-19)

Your symptoms can include the following:



If you have COVID-19, you may have mild (or no symptoms) to severe illness. Symptoms can appear 2-14 days after you are exposed to the virus that causes COVID-19.



Seek medical attention immediately if you or someone you love has **emergency warning signs**, including:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or not able to be woken
- Bluish lips or face



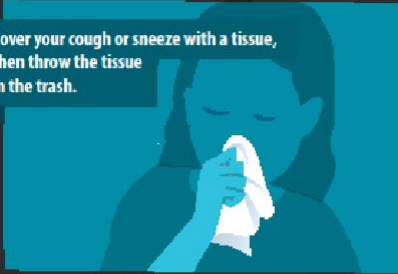
This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.



cdc.gov/coronavirus

Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.



cdc.gov/coronavirus

Example Visible Reminders Concerning COVID-19

HANDWASHING
is your superpower!

FIGHT OFF GERMS!

WASH YOUR HANDS!

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Wear a Cloth Face Covering to Protect You and Your Friends

PUT ON

- WASH YOUR HANDS
- PLACE OVER NOSE AND MOUTH
- MAKE SURE YOU CAN BREATHE EASILY

TAKE OFF

- TAKE OFF YOUR FACE COVERING
- FOLD OUTSIDE CORNERS TOGETHER
- PUT ASIDE FOR WASHING
- WASH YOUR HANDS

WASH YOUR HANDS OFTEN, WEAR A MASK, AND STAY 6 FEET FROM OTHERS.

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Example Visible Reminders Concerning COVID-19

Help Protect Yourself and Others from COVID-19

Stay 6 feet from others

Wash your hands often

Wear a cloth face covering

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Slow the Spread of COVID-19

20 SECONDS

WHEN OUT WITH YOUR FRIENDS, WEAR A CLOTH FACE COVERING

WASH YOUR HANDS OFTEN

AND STAY 6 FEET APART FROM OTHERS

CLEAN FREQUENTLY TOUCHED OBJECTS

DO NOT TOUCH YOUR EYES, NOSE, AND MOUTH

COVER YOUR COUGHS AND SNEEZES

STAY HOME IF YOU ARE SICK

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Example Visible Reminders Concerning COVID-19

STAY SAFE ON AND OFF THE FIELD



Stay home if you are sick.



Bring your own equipment and gear (if possible)



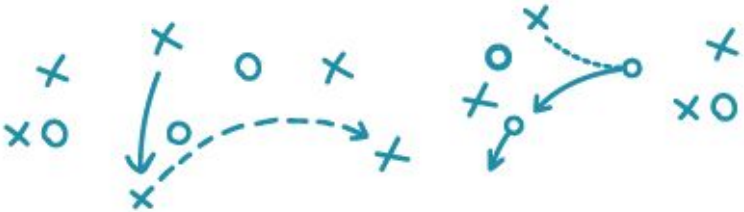
Cover your coughs and sneezes with a tissue or your elbow.



Wash your hands or use sanitizer before and after events and sharing equipment.



Tell a coach or staff member if you don't feel well.



cdc.gov/coronavirus

What you must do:

- **Wash your hands** or use hand sanitizer often.
- When hand washing, **wash for at least 20 seconds** before and after your work shift, before and after work breaks and eating, after using the restroom, and after putting on, touching, or removing a face covering.



What you must do:

- **Stay home or go home immediately if you are sick** and contact your principal/supervisor and/or enter absence into Frontline (for appropriate staff).
- **Practice physical/social distancing practices** in the workplace.
- **Wear a mask or face covering** when physical distancing of at least six (6) feet cannot be maintained.
- **Cover your nose and mouth when coughing, sneezing and blowing your nose. Avoid touching your face** especially with unwashed hands.
- **Follow cleaning product instructions** when cleaning your work areas.



What you must do:

- **Replace handshakes with head nods and waves.**
- **Avoid using other employees' phones, desks, offices or other work tools and equipment when possible.**
- **Talk to your principal/supervisor if you have concerns specific to your circumstances** or provide input regarding a health or safety matter.
- **Follow all school division policies, practices, and expectations.**
- **Be kind.** Understand that this is a stressful time for everyone, and an extra bit of kindness right now can go a long way.



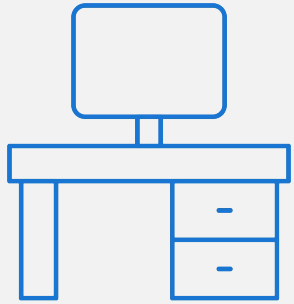
How will positive cases of COVID-19 be handled?

Despite all precautionary measures, there is always a risk of workplace exposure to communicable diseases.

- **Employees who develop symptoms associated with COVID-19, who test positive for COVID-19, or who have been exposed to someone who is known to be positive for COVID-19 within the past 14 days, must timely report these facts to the appropriate principal/supervisor and not come to work until authorized to do so.**
- A “**potential exposure**” is defined as being within six (6) feet of someone diagnosed with COVID-19 for 15 minutes or more.
- **Employees who have been potentially exposed will be sent home for 14 days. A thorough cleaning of the workspace used by the infected individual will be conducted after the area has been closed off for 24 hours or as stipulated by the VDH.**
- **Should an employee contract COVID-19, we will conduct appropriate contact tracing measures for others who are considered exposed as defined above and inform affected employees of the possible exposure while maintaining confidentiality.**

Frequently Asked Questions

Can I continue to work from home?



As we began phasing back into our buildings, **employees will be expected to come to work on their assigned days as per their contract/salary agreement.** If an employee is unable to work, he/she will need to contact their principal/supervisor and/or enter their absence into Frontline (if applicable). Appropriate leave will be applied, which will be in accordance with applicable law or policy. If an employee has specific concerns or would like to apply for leave entitlements under the Families First Coronavirus Response Act (FFCRA), leave entitlements under School Board Policy, or request reasonable accommodations, he/she should contact the Human Resources Office.



Is it safe to return to work?

We are taking precaution to minimize the risk of exposure to COVID-19. We are following federal health and safety guidelines as well as guidance from our state and local governments. We are implementing practices such as employee health reminders, cleaning high traffic areas more frequently, use of face masks and coverings, and physical distancing practices to keep our workplace healthy.

Frequently Asked Questions



Do I have to answer health questions when reporting to work?

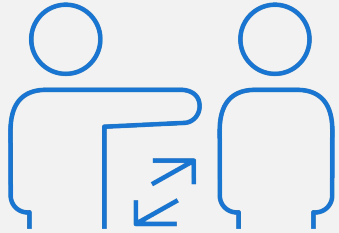
All employees and visitors will see visible reminders regarding COVID-19 symptoms before entering our buildings. Appropriate health screening measures of employees will be conducted. Individuals who have COVID-19 symptoms will be asked not to report to work. These employees will need to contact their principal/supervisor and/or enter their absence into Frontline (if applicable). Any other health inquiries will be based on current guidance per the VDH.



What should I do if I feel sick?

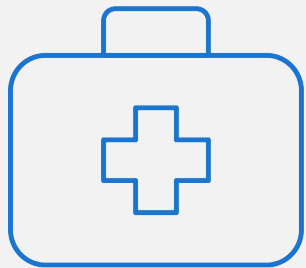
Employees who feel ill should notify their principal/supervisor and not report to work. If you are already at work and begin feeling sick, you should notify your principal/supervisor and go home immediately. Appropriate leave will be applied.

Frequently Asked Questions



Will we continue to have in-person meetings?

In order to promote social distancing in the workplace, some meetings will need to be restructured. You may be asked to attend an **in-person meeting with limited attendees** in a space that is large enough to allow for physical/social distancing. In addition, some meetings will be conducted virtually utilizing resources such as Google Meet. The meeting organizer will provide you with guidance specific to your role.



Do I have to pay my group insurance (health and/or dental) premiums or other appropriate deductions if I don't work or my paycheck is not sufficient to cover the premium?

Employees are responsible for their portion of group insurance premiums. If you don't work and/or your paycheck is not enough to cover your premium or other deductions please contact the Payroll Department.

Changes You May See at Work

In the days to come, we will continue to monitor current guidelines and adjust workplace practices to promote the safety and well-being of employees, students, and patrons. We will continue to provide information to employees to increase awareness and provide support.

Should you have questions or need additional information, please contact the Human Resources Office.

