To: All TEACH Employees, vendors, and persons entering properties operated by TEACH Public Schools

From: TEACH Public Schools

Date: July 7, 2020

Re: Safe Operation During Covid-19 Pandemic

As the Fall 2020 semester approaches, it is certain that TEACH Public Schools will offer education to its nearly 1000 students. What is uncertain is exactly how this education will be executed, packaged, and delivered. As the semester approaches it is becoming necessary for TEACH Public Schools personnel to enter school sites, district offices, and other spaces in preparation. The following is a preliminary guide for required conduct and decorum as we transition into a fully operational, functioning school district.

The following rules and guidelines are to take effect immediately and are intended to increase the safety in the workplace, while facilitating performance of the preliminary tasks required for operation.

In accordance with Federal, State, and local guidelines for business operation, TEACH Public Schools immediately implements the following policies, procedures and practices for all employees, vendors, and staff members. Effective immediately, employees returning to the workplace environment are all required to adhere to the following safety guidelines without deviation. Any employee not adhering to the listed guidelines may be asked to exit the premises and subject to further penalty or sanction.

1. All employees entering buildings, structures, and or properties owned and or operated by TEACH Public Schools are required at all times to wear cloth facial coverings fitting over the nose and mouth for the entire time they are on TEACH Public Schools property.

2. All TEACH employees are required to refrain from entrance onto TEACH properties if they are experiencing any symptoms of illness associated with COVID-19. An employee who is experiencing any of the listed symptoms is to notify their immediate supervisor immediately (via text and email) and must follow instructions regarding testing and or quarantine. An employee who has articulated that they are experiencing symptoms is not to enter any TEACH properties or attend any TEACH functions until cleared (in writing) to do so by their immediate supervisor or Dr. Maria Pimienta, Assistant Superintendent. These symptoms include but are not limited to:

 Fever or chills Cough

 Muscle or body aches Fatigue

 Headache Nausea or vomiting

 New loss of taste or smell Sore throat

 Congestion or runny nose Diarrhea

 Shortness of breath or difficulty breathing

 If an employee is experiencing any of the emergency symptoms, they should seek emergency medical care immediately. Emergency symptoms include:
 Trouble breathing New confusion

 Inability to wake or stay awake Bluish lips or face

 Persistent pain or pressure in the chest

3. All TEACH employees are to maintain at least 6 foot of physical space and distance between themselves and all other employees or persons at all times.

4. TEACH employees are to refrain from touching their face, sneezing or coughing without a tissue.

5. All TEACH employees are to engage in the suggested safe practices of a workplace within the COVID-19 environment ie.,: frequently wash hands for 20 seconds each time, disinfect spaces and surfaces frequently,

The guidelines above were created in conjunction with the CDC and OSHA health and safety guidelines for safe operation during Covid-19. These guidelines are listed below

**CDC: GOOD HYGIENE PRACTICE**

* Wash your hands with soap and water or use hand sanitizer, especially after touching frequently used items or surfaces.
* Avoid touching your face.
* Sneeze or cough into a tissue, or the inside of your elbow.
* Disinfect frequently used items and surfaces as much as possible.
* Strongly consider using face coverings while in public, and particularly when using mass transit.
* **OSHA**: **Basic Infection Prevention Measures**
	+ Promote frequent and thorough hand washing, including by providing workers, customers, and worksite visitors with a place to wash their hands. If soap and running water are not immediately available, provide alcohol-based hand rubs containing at least 60% alcohol.
	+ Encourage workers to stay home if they are sick.
	+ Encourage respiratory etiquette, including covering coughs and sneezes.
	+ Provide customers and the public with tissues and trash receptacles.
	+ Employers should explore whether they can establish policies and practices, such as flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts), to increase the physical distance among employees and between employees and others if state and local health authorities recommend the use of social distancing strategies.
	+ Discourage workers from using other workers’ phones, desks, offices, or other work tools and equipment, when possible.
	+ Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment. When choosing cleaning chemicals, employers should consult information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses. Follow the manufacturer’s instructions for use of all cleaning and disinfection products (e.g., concentration, application method and contact time, PPE).