



Employee and Visitor Expectations and Protocols Summer 2020

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Document Purpose and Phased Return

The safety and well-being of all employees remains the highest priority of Pinellas County Schools. The purpose of this document is to provide guidance aligned with the Centers for Disease Control and Prevention (CDC) return to work recommendations to support employee wellness and lessen the potential spread of COVID-19 for **employee return from remote work during summer 2020**. The protocols are meant to cover the time-period as staff returns to the work site buildings (schools and district) in June and July. Processes will be updated based on any new directions from the state, county and medical professionals. With the governor’s announcement on Wednesday, June 3 to move to the next phase of reopening, the district will begin the return from remote work **for employees who, by contract, work during the summer**. PCS will implement a phased approach over the upcoming weeks to provide adequate notice, as well as build understanding, and comfort as new processes are implemented. This will also allow the district to make any needed physical adjustments to support the health and safety of all PCS staff and stakeholders to the greatest extent possible. The chart below outlines our phased reporting plan for the summer of 2020. **Further guidance for fall and 10/11-month employees will be sent in the future**. If you have any questions regarding our phased approach for summer, please send them to summer2020@pcsb.org.

<p>Week of June 8</p> <p><i>Virtual Summer Programming Begins</i></p> <p><i>Four Day Work-Weeks Begin</i></p>	<p>Superintendent’s Cabinet (Executive Leadership Team - ELT) Return to Work - Monday, June 8</p> <p>Executive Director/Director Expectations:</p> <ul style="list-style-type: none"> • return based on phased plan provided by Associate/Area Superintendent/ELT member <p>Plant Operations/Maintenance/Food and Nutrition Expectations:</p> <ul style="list-style-type: none"> • Director of Food and Nutrition, Director of Maintenance and General Managers (in collaboration with principals) to develop and communicate phased plan to employees • continue duties and assignments, as assigned since March 2020 • post signage in all district and school buildings • confirm daily cleaning procedures are complete for all buildings <p>Other 11.5/12-month Employee Expectations:</p> <ul style="list-style-type: none"> • continue duties as assigned during remote work
<p>Thursday, June 11</p>	<p>Virtual Administrator Meeting (ELT, Principals and District Administrators)</p>
<p>Monday, June 15</p>	<p>Communication to employees which includes the following:</p> <ul style="list-style-type: none"> • return to work protocol and expectations document • links to training modules
<p>Week of June 15</p>	<p>Principals, Adult Education Site Administrators, 11.5/12-month School-Based Employees, District Supervisory Employees and 11.5/12-month District Employees</p> <ul style="list-style-type: none"> • return based on phased plan provided by Associate Superintendent/ELT Member, School Principal or Adult Education Site Administrator • for employees who are working remotely, they will: <ul style="list-style-type: none"> ○ continue duties as assigned during remote work ○ review return to work protocol and expectations document ○ complete all training modules <p>Supervisor Expectations:</p> <ul style="list-style-type: none"> • report as outlined by the Associate or Area Superintendent return to work phased plan • review return to work protocol and expectations document • complete all training modules including Self-Screening Module • review work sites/spaces and develop phasing plans for their teams <ul style="list-style-type: none"> ○ review plans with ELT member or their designee ○ develop communication to team members <p>Plant Operations/Maintenance/Food and Nutrition Expectations:</p> <ul style="list-style-type: none"> • return to work for summer duties based on Director of Food and Nutrition, Director of Maintenance and General Managers (in collaboration with principals) phased plan • post signage in all district and school buildings • confirm daily cleaning procedures are complete for all buildings
<p>Wednesday, June 17</p>	<p>Supervisors communicate department/site-specific instructions to employees</p>
<p>Week of June 22</p>	<p>11.5/12-month Employees Return to Work Site - phased with flexibility, where applicable</p>
<p>Week of June 29</p>	<p>All 11.5/12-month Employees Return to Work Site Full-Time</p>

Preventative Processes

To support a clean, healthy environment the following preventative measures will be in place for personal wellness and building cleanliness.

Building Updates

- Waterless handwashing/sanitizing stations will be installed throughout all school and district buildings, including at main entrances of buildings.
- Water fountains will be decommissioned. Staff should plan to bring water/fluids with them to work each day.
- Clear signage regarding requirements and procedures will be posted throughout all school and district buildings to serve as reminders and support adherence. Signage will be posted, as appropriate to the summer use of each building:
 - Social Distancing
 - Personal Protective Equipment
 - Visitor/Building Access
 - Traffic patterns within occupied buildings

Cleaning and Disinfecting Protocols

- Updated standard operating cleaning and maintenance procedures for all district and contract staff using CDC-approved products. See full cleaning protocols within the [Cleaning for Healthier Pinellas County Schools](#) document for additional information.
- Cleaning and sanitation processes for all school and district buildings will include:
 - Cleaning and sanitizing prior to the reopening of all spaces within all school and district buildings;
 - Nightly cleaning and sanitizing of all spaces within all school and district buildings;
 - Cleaning and sanitizing during the day of shared spaces and high-touch surfaces; and
 - Daily verification of soap and sanitation supplies.
- Processes are in place for all impacted buildings should a confirmed COVID-19 case occur.

School and District Building Access

To reduce the number of individuals within a building each day, visitor access will be limited to those who have essential business and/or have a scheduled appointment. The protocols below will govern access to everyone who enters a PCS building.

Arrival and Egress

- Employees should enter/exit buildings through the doors noted by signage to maximize entrances and reduce the number of people utilizing each area.
- Visitors should enter/exit buildings through the main entrance to complete sign-in and self-screening processes. Visitors will also 'checkout' and notify staff when they have left the building at the designated exit.
- Deliveries should enter/exit buildings through the designated delivery area to complete sign-in and self-screening processes. Deliveries will also 'checkout' and notify staff when they have left the building.
- All individuals should adhere to the posted flows for circulation and egress throughout the building.

Self-Screening Procedures

- All employees, essential contractors and visitors are encouraged to stay home if they are not feeling well or exhibiting any symptoms of COVID-19.
- All employees, essential contractors and visitors will complete a daily self-screening tool as a part of their sign-in procedure prior to entering a school district building.
- Beginning June 22, the self-screening process will become electronic through Ident-A-Kid.
 - Until June 22, any employee returning from remote work should confirm with their supervisor that they are well and that they meet the self-screening criteria to return.
 - Until June 22, any visitor entering a building should be asked these questions verbally and confirm with PCS staff that they are well and that they meet the self-screening criteria for entering a district building.

Employees

- Each morning, beginning June 22, an automated email will be sent to all employees with a link to their respective work site self-screening tool.
- Employees will complete the self-screening each morning, prior to entering district buildings.
- If an employee travels to multiple sites within a day, they should affirm that they have already successfully completed a self-screening with the building administration and/or individual responsible for sign-in.
 - Employees will not need to complete more than one self-screening per day.
- Further detail about the Self-Screening tool, can be found within the district training video.

Self-Screening Questions

The safety and well-being of all employees remains the highest priority of Pinellas County Schools. Aligned with the Centers for Disease Control and Prevention return to work guidance, employee self-screenings are recommended to affirm employee wellness and lessen the potential spread of COVID-19. If you are not well, or are exhibiting symptoms within the past 72 hours, you should not enter a district building. Employees should utilize sick leave and contact your physician to discuss your plan to return to work.

1. How are you feeling today?
 - Well
 - Unwell
2. Have you experienced any of these symptoms, not associated with previously diagnosed conditions, in the past 72 hours?
 - No symptoms
 - Fever greater than 100.4 /chills
 - Cough/short of breath
 - New loss of taste or smell
 - Nausea/vomiting/diarrhea
 - Experienced multiple symptoms
3. In the last 14 days, have you: been in close contact with anyone who has been diagnosed with COVID-19 or been placed on quarantine for possible contact with COVID-19 or do you have a COVID-19 test pending?

Expectations and Guidelines for all Individuals in PCS Buildings

All employees and visitors should adhere to the following expectations and guidelines. Adhering to procedures for handwashing and personal hygiene along with social distancing and personal protective equipment (PPE) are essential to a safe return from remote work for all employees.

Social Distancing Expectations

- To the greatest extent feasible, all staff, essential contractors and registered visitors must limit person-to-person contact whenever possible and maintain social distancing outlined by the Centers for Disease Control and Prevention (CDC).
- The amount of individual work space for staff will be reviewed and, if needed, work stations may be moved to allow for additional distancing.
- Minimize the sharing of equipment (e.g. phones, tools, etc.).

Work Spaces

- To the greatest extent feasible, all employees will have dedicated space that allows for individual social distancing. Should adjustments need to be made, supervisors should contact the appropriate member of the Executive Leadership Team.
- Work spaces should be kept clean and free of clutter to allow for effective cleaning and disinfecting.

Meetings

- All in-person meetings must account for the amount of space needed for appropriate social distancing and must be considered prior to scheduling.
 - If the room where a meeting is being held does not allow for adherence to current social distancing guidelines, face coverings/masks must be worn; **OR**
 - Meetings should be conducted virtually for all (or some) of the participants.
 - Example: If a reoccurring meeting is best supported by in-person sessions, half the participants may be in-person while the other half join by Microsoft TEAMS from their individual office spaces.
- Large group meetings will adhere to the size guidelines within the state phased reopening plan.

Common Areas

- All common area use may be reduced, or in some instances suspended, to reduce clustering which may include multipurpose rooms and/or meeting spaces.
- All common areas will be monitored by administrative and support staff to support adherence to all protocols.
- Signage regarding social distancing and personal protective equipment will be prominent.
- Building administrators will communicate and post any building-specific area use plans.

Cafeteria and Break Spaces

- Cafeterias will increase the number of 'takeout' options.
- Social distancing in food distribution queues will be clearly labeled.
- During the initial phase of returning to buildings, adult dining areas (cafeteria/break rooms) will be open for meal service, but not in-person dining. Updates will be sent to all employees when dining spaces reopen.

Elevators

- All employees utilizing elevators must wear face coverings/masks and will be labeled by signage with the suggested number of people to occupy a car at one time.

Personal Protective Equipment (PPE) Expectations

Face coverings/masks

It is the expectation that all employees, essential contractors and registered visitors wear face coverings/masks while in areas that may have interactions with others and when social distancing is not possible. This includes all areas of buildings where social distancing may not be possible, including (but not limited to):

- Restrooms
- Meeting Rooms, Shared Spaces or when interacting with others in confined spaces
- Areas of circulation (hallways, stairwells, breezeways, etc.)
- Any area deemed necessary by building administration

*The district has ordered five (5) cloth face coverings/masks for each employee. **Employees should utilize their own face coverings/masks or discuss arrangements for temporary items from the district with their supervisors, until the district provided items are delivered.** Employees can continue to utilize any personal face coverings/mask they have already purchased, rather than the district provided ones, if they so choose.*

Gloves

All employees who need gloves to perform their assigned duties (e.g. food service, nurses, etc.), will be provided such equipment by the district.

Non-Adherence to Protocols, Expectations and General Guidelines

Employee Non-Adherence

- If non-adherence by an employee occurs, the supervisor will discuss and review protocols, expectations and the importance of all processes with employee.

Visitor Non-Adherence

- Staff member will discuss and review expectations and the importance with the visitor.
- If non-adherence occurs, visitor may be asked to leave the building. Visitor can return only when they indicate they are ready to follow district guidelines.

Employee-Specific Protocols and Practices

Employee Travel

- Until further notice, staff should minimize district travel and contact between sites, within the district or outside the district unless approved by supervisor and appropriate member of the Executive Leadership Team.
- Travel will only be permitted if essential to the business of the district and with approval, as noted above.

Employee Training

- All 11.5/12-month employees will need to register and complete the online module for this course.
 - Log-in to PLN and register using the information below or click this [link](#).
Course Number: COVID 19 Summer Protocols 29800
Section Number and Title: 102914 - COVID 19 Summer Protocols
- Once in the module, employees will need to:
 - Watch the COVID 19 Training Video
 - Open and review the *PCS Employee and Visitor Expectations and Protocols Summer 2020* document
 - Complete the PLN quiz
- After completing the course, employees will be sent an email notification from True North Logic (PLN), inviting you to complete the course evaluation.

Communication with Employees

- Official protocols and communications to all employees will be sent directly by the Superintendent, Deputy Superintendent and/or members of the Executive Leadership Team (see Appendix A for full list of ELT members).
- Follow-up or department communications which support official messages (noted above) may come directly from supervisors with the appropriate member of ELT copied on the communication.
- If direct supervisors send out adjustments to any official messages/communications for specific employees, the appropriate Executive Leadership Team member must be consulted (in advance) and copied on the communication to denote approval.
- All communications regarding COVID-19 will follow the protocol above or will come directly from the Department of Health. Any communications of this nature will be done in accordance with HIPAA, FERPA and/or other applicable regulations.

Employee Leave

- Employees who need to be absent from work due to illness should notify their supervisor. Employees may be absent for up to ten (10) days without applying for a leave of absence. This process remains the same.
- An employee who requires leave beyond 10 days may qualify for FMLA or a short-term leave, which has not changed.
- Under new federal legislation, employees may also qualify for 80 hours of emergency paid sick leave for COVID-19 related illnesses or a quarantine order for themselves or family. Employees may also be eligible for paid sick leave and expanded FMLA due to childcare issues caused by COVID-19 school or day care closures.
- Employees who are medically vulnerable (65 and older or those with underlying health conditions, as confirmed by a health care provider) or live with a medically vulnerable person, are encouraged to consult with their family doctor and develop a plan for safely returning to work.
- For all leave situations, the employee should contact their supervisor, who in collaboration with the assigned Human Resources Partner, will discuss leave options and reasonable accommodations aligned to their physician-approved return to work plan.

Appendix A - Executive Leadership Team

Executive Leadership Team

Name	Title	Email
Michael Grego	Superintendent	Super@pcsb.org
Bill Corbett	Deputy Superintendent	Corbettw@pcsb.org
Kevin Hendrick	Associate Superintendent, Teaching and Learning	Hendrickk@pcsb.org
Clint Herbic	Associate Superintendent, Operational Services	Herbicc@pcsb.org
Kevin Smith	Associate Superintendent, Finance & Business Services	Smithk@pcsb.org
Paula Texel	Associate Superintendent, Human Resource Services	Texelpa@pcsb.org
Lori Matway	Associate Superintendent, Student & Community Support Services	Matwayl@pcsb.org
Tom Lechner	Associate Superintendent, Technology & Information Services	lechnert@pcsb.org
Ward Kennedy	Area 1 Superintendent	Kennedyw@pcsb.org
Barbara Hires	Area 2 Superintendent	Hiresb@pcsb.org
Bob Poth	Area 3 Superintendent	Pothr@pcsb.org
Patricia Wright	Area 4 Superintendent	Wrightp@pcsb.org
Tracey Webley	Chief Transformation Officer	Webleyt@pcsb.org
David Koperski	School Board Attorney	Koperskid@pcsb.org
Laurie Dart	Staff Attorney	Dartl@pcsb.org
Jennifer Dull	Director, Strategic Planning & Policy	Dullj@pcsb.org
Beth Herendeen	Director, Strategic Communications	Herendeene@pcsb.org