The Sarasota County Schools (SCS) Return to Work Guide is based on the guidelines provided by DOE Emergency Order 2020-EO-6 outlined by Commissioner Richard Corcoran, stating that all schools must open Brick and Mortar, 5 days a week for all students, subject to advice and orders of the Florida Department of Health, local departments of health, Executive Order 20-149 and subsequent executive orders. Information will continue to be updated as we learn more and establish new practices and policies. The following guidelines are applicable to all SCS facilities, including schools and administrative buildings.
On June 6, 2020, the Florida Commissioner of Education, Richard Corcoran ratified Executive Order No. 20-52 to safely reopen Florida’s Education System, brick and mortar, five days a week. For more information on the reopening of schools refer to: http://www.fldoe.org/core/fileparse.php/19861/urlt/DOE-2020-EO-06.pdf

Commissioner Corcoran recommendations to safely reopen Florida’s Education System is a step-by-step approach.

Step-by-Step Approach: K-12 Campus Reopening Steps 1-2-3

- Step 1 – June – open up campuses for youth activities and summer camps.
- Step 2 – July – expand campus capacities further for summer recovery instruction.
- Step 3 – August – open up campuses at full capacity for traditional start of the academic year.

**FOR SCS EMPLOYEES,**

**THE RECOMMENDATION WILL MEAN:**

All employees will be asked to wear a face covering in SCS buildings in open areas and when social distancing cannot be maintained. More details on personal protective equipment (PPE) are detailed below. Visitors to SCS will be required to make an appointment.

**Visitors to SCS facilities must also wear a face covering.** All buildings will be supplied with disposable masks for visitors who do not have one. Protocols to follow to schedule and receive visitors are detailed below.
PREPARING SCS BUILDINGS & WORK AREAS

INDOOR AIR QUALITY

The Office of Facilities Services & Management (OFSM) has ensured that all heating, ventilation and air conditioning (HVAC), and plumbing systems are operating properly. In accordance with ASHRAE (The American society of heating, air-conditioning engineers) recommendations to minimize the spread of COVID-19, facilities personnel will be monitoring temperature and humidity levels in all spaces to ensure that relative humidity levels in buildings stay in a safe range. HVAC equipment will run on extended schedules to flush building spaces with fresh air prior to occupancy. We will also make adjustment to maximize the amount of outdoor air circulated through the systems on a continual basis.

ENHANCED CLEANING AND SANITIZING

Measures will be implemented to ensure that common work areas and equipment, and personal workspaces, are regularly cleaned and sanitized.

OFSM has worked closely with SCS custodians to adjust their cleaning processes to better address current considerations. SCS custodians are using effective disinfectant and sanitizing products to clean our facilities every day. Along with these measures, they are taking the following steps to maximize our sanitizing efforts:

**Refreshed Cleaning Methods/Processes**

SCS cleaning personnel will be sanitizing and disinfecting restrooms more frequently. Their cleaning protocol will include thoroughly disinfecting and sanitizing all surfaces, doors, toilets, handles, etc. and ensuring that all supplies are always fully stocked.

**Increased Cleaning to High-Touch Surfaces/Points**

SCS cleaning crews will be sanitizing touch surfaces/points thoroughly (i.e., door handles, glass, elevators buttons, doors, tables, chairs, light switches) nightly. In addition, daytime custodians have been instructed to continuously disinfect and sanitize all touch points throughout the day. We will be increasing daytime custodian coverage where appropriate, depending on building occupancy.
Surface Treatment - Anti-Microbial

OMNISHIELD, a long lasting anti-microbial disinfectant which will provide durable, long term protection that kills and inhibits the growth of problematic bacteria, viruses and other microorganisms will be applied periodically by SCS cleaning crews. OMNISHIELD uses safe, non-toxic, EPA registered products.

Once attracted, to a surface treated with OMNISHIELD, the molecular spikes pierce the cell and rupture its cell membrane, causing that bacterial microorganism to die. Requires no rinsing or wiping with application. Unlike other antimicrobials, the efficacy remains for a long period of time and protects surfaces between cleanings.
SUPPLIES

Hand sanitizer and disinfectant cleaner is stocked in our warehouse and will be made available to all employees. Additional hand sanitizer can be ordered from the warehouse by your site Bookkeeper. Custodial services will provide refills for your room disinfectant cleaner.

INSTALLING PROTECTIVE EQUIPMENT

SCS is implementing interim changes to key aspects of our facilities. Among them are the addition of sneeze guards at customer service counters to provide an extra level of protection for the public and staff, while maintaining the level of service our residents have come to rely on and expect. Facilities Services will be working with cost center heads and staff to identify these needs.

VISITOR & VENDOR PROTOCOL

Our implemented safety protocols will continue to require that we limit the number of individuals who move in and out of our facilities. To promote social distancing during the COVID-19 coronavirus pandemic, facility visitors will be limited and should occur by scheduled appointment only. No walk-in visitors are permitted. As much as possible, appointments to meet with parents and customers should be accommodated via telephone, video conference, or other suitable technology. When a face-to-face appointment visit is necessary, the school or office must schedule an appointment time with the visitor and follow the steps below.
• Once the visitor/vendor has arrived at the building and parked, they must check in at the front office wearing a face covering.

• The receptionist will require the visitor/vendor fill out the following information prior to being allowed access to the facility.

<table>
<thead>
<tr>
<th>YES or NO, since your last day of school/work/visitation have you had any of the following symptoms?</th>
<th>Yes</th>
<th>No</th>
</tr>
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<tbody>
<tr>
<td>A fever of 100.4°F or higher?</td>
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<tr>
<td>Has there been any use of fever reducing medication within the last 3 days?</td>
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<tr>
<td>A new cough that is not due to another health condition?</td>
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<tr>
<td>Have you had a positive test for the virus that causes COVID-19 disease within the past 10 days?</td>
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<tr>
<td>In the past 14 days, have you had close contact (within about 6 feet for 15 minutes or more) with someone with suspected or confirmed COVID-19?</td>
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• If visitors or vendors are suspected to be sick and/or have recently experienced COVID-19 symptoms, they are not permitted to enter the building and must reschedule. Visitors or vendors who pass the health screening should be instructed to access the building through the front doors or appropriately designated entrance and be greeted by an employee, who will wear a mask, for escort to the appointment.

• Everyone must wear a face covering, enter the building alone, and follow social distancing guidelines. Any family members or friends accompanying the visitor or vendor will be asked to remain outside.
**COVID-19 SCREENING PROTOCOL: EMPLOYEE SELF-CHECK OF HEALTH**

Prior to a shift and on days employees are scheduled to work, employees should also self-monitor their symptoms by self-taking of temperature to check for fever and answer these questions before reporting to work.

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**If an employee answers YES** to any of the screening questions before reporting to work, the employee should stay home and not report to work. Please follow normal reporting procedures for your absence that day.
SOCIAL DISTANCING

Employees should continue to maintain six feet of distance between themselves and coworkers whenever possible. Limit meetings and hold them virtually whenever possible. The Cost Center Head should ensure that a social distancing process is in place at entrances and other high-traffic areas. Gatherings should continue to be limited to 50 or fewer people in accordance to Phase Two of the Florida reopening plan.

SAFE WORKPLACE BEHAVIORS

The best way to prevent illness is to avoid exposure. In accordance with Occupational Safety and Health Administration (OSHA) and Centers for Disease Control and Prevention (CDC) guidance, everyone is encouraged to:

- Wash your hands often.
- Avoid touching your face.
- Avoid close contact – practice social/physical distancing.
- Cover your mouth and nose with a cloth face cover when around others, per CDC guidelines.
- Cover coughs and sneezes.
- Clean and disinfect.
- Stay home when sick.

We encourage everyone to monitor their health symptoms and follow care instructions from their healthcare provider and local health department.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

The CDC’s guidance on Cleaning and Disinfecting Your Facility includes additional considerations for employers, including developing policies for worker protection and providing training to all cleaning staff on site in advance of resuming cleaning tasks. The CDC notes that an employer’s training should include when to use PPE, what PPE is necessary, how to properly wear, and how to properly dispose of PPE.
Appropriate use of PPE and other supplies is an essential component as we scale up operations. SCS will follow Sarasota County Health Department (SCHD), Florida Department of Health, and Center for Disease Control guidelines on PPE optimization. Specific guidance for your office or work area should be obtained from your Cost Center Head.

- Face coverings or masks will be required for employees on-site when social distancing cannot be maintained. This includes hallways and other common areas.
- Practice hand hygiene prior to placing or adjusting and after removal of your face covering or mask, using soap and water, or hand sanitizer if soap and water are not available.
- Cloth face coverings can be washed but other masks may be disposed of as regular trash.
- Face Masks, Face Shields, Desk Shields, Gloves, and Gowns are available to employees.

PERSONAL SPACE/ WORK AREA CLEANING

Worksites are cleaned every evening, but employees should use extra care to sanitize shared equipment and high contact surfaces more frequently. Areas where additional cleaning should be undertaken include, but are not limited to:

- Kitchen: Microwave and refrigerator door handles, faucets, etc.
- Copy machine keypads.
- Keyboards and mice.
- Shared equipment such as laptops, projectors and other devices.
- Tools.
- Work benches, equipment guard handles, etc.
Consider creating a regular cleaning schedule, in collaboration with your coworkers, supervisors, and program managers for common areas and shared equipment. Disinfecting solution, wipes, etc., should be readily available in areas where frequent sanitizing is necessary. If your department does not have these supplies available work with custodial personnel to provide them.

**EMPLOYEE EXPOSURE**

If an employee is exposed or potentially exposed to COVID-19, either in the workplace or at home, the employee should notify their supervisor/cost center head, who should in turn follow the COVID-19 reporting procedure. A Sarasota County Schools COVID-19 case manager will contact you directly about your status and next steps.

**IF AN EMPLOYEE TESTS POSITIVE**

Employees are asked to stay home if they are sick or have been quarantined, and to report any symptoms to their supervisor, but there may still be instances of potential exposure in the workplace. At this time, if an employee is tested and is confirmed to have COVID-19, the SCS case manager will initiate a contact investigation, which would include the workplace if it is determined that exposures have occurred there.

SCHD staff will determine the infectious period, identify any contacts the employee may have had and make any recommendations for isolation of the case and quarantine of people who had close contact with the case for a period of 14 days. The SCS case manager will communicate back to the cost center head that an investigation was done and make any additional recommendations that are necessary, including any notifications that may need to occur or cleaning requirements for the facility. Information that could identify an individual in an investigation is kept confidential to protect privacy.
EMPLOYEE SUPPORT

LEAVE

Congress has passed legislation that places mandates on SCS’ leave programming in response to our current health crisis. The Families First Coronavirus Response Act (FFCRA) is one of several pieces of legislation that addresses the needs of citizens surrounding health and employment.
The FCCRA Act requires SCS to provide their employees with paid sick leave and expanded family medical leave for specified reasons related to COVID-19. There are two main components of the FCCRA Act: Emergency Paid Sick Leave (EPSL) and Emergency Family Medical Leave Expansion (EFMLE). These provisions were enacted to supplement other employee leave benefits (i.e. SCS sick accruals, LOAs or FMLA).

### Families First Coronavirus Response Act (FFA)

**Effective April 1, 2020 - December 31, 2020**

#### Emergency Paid Sick Leave

<table>
<thead>
<tr>
<th>Reason for being away from work</th>
<th>Unable to work or telework due to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANY OTHER REASON</td>
<td>1. EE is quarantined or isolated by Federal, State, or local order</td>
</tr>
<tr>
<td></td>
<td>2. EE advised by health care professional to self-quarantine due to concerns related to COVID-19</td>
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<tr>
<td></td>
<td>3. EE is experiencing symptoms of COVID-19 and seeking medical diagnosis</td>
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<tr>
<td></td>
<td>4. EE is caring for an individual subject to quarantine or isolation by Federal, State, or local order or by direction of health care professional</td>
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<tr>
<td></td>
<td>5. EE is caring for child because of school or childcare facility closure</td>
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<tr>
<td></td>
<td>6. EE is experiencing any other substantially similar condition specified by the Secretary of Health and Human Resources in consultation with Secretary of Treasury and Secretary of Labor</td>
</tr>
</tbody>
</table>

**Reasons 1-3**

Paid at 100% of EE’s regular rate of pay
Pay capped at $511/day or $5,110 in aggregate

**Reasons 4-6**

Paid at 66.67% of EE’s regular rate of pay
Pay capped at $200/day or $2,000 in aggregate

Employee may supplement pay with accrued sick or vacation leave

### Employee Assistance Program

The SCS Employee Assistance Program (EAP), Guidance Resources, is a work-life benefit for employees and their household members. Guidance Resources provides support, resources, and information for personal and work/life issues.

Personal issues, planning for life or simply managing daily life can affect your work, health, and family. Guidance Resources provides support, resources, and information for personal and work/life issues. Services with Guidance Resources are confidential. EAP services are free and can be accessed 24 hours a day, 7 days a week, 365 days of the year. A full list of EAP resources can be found on the Sarasota County Schools website, [https://www.sarasotacountyschools.net/Page/2651](https://www.sarasotacountyschools.net/Page/2651)
PRIVACY

SCS will continue to provide employees with additional resources (such as advance notifications of changes in policies and procedures) so that employees learn more about the situation as it develops and can prepare effectively. This is especially important for employees who will be returning to a workplace that may be reconfigured very differently and/or may have fewer employees.

Lastly, SCS is mindful of privacy issues. We treat all information as confidential under state and federal law and will ensure that we implement appropriate measures to protect the privacy of employee medical information.

Maintaining the confidentiality of all such information is consistent with the Equal Employment Opportunity Commission’s (EEOC) guidance in its technical assistance document and is important even though an employer is not a “covered entity” under the Health Insurance Portability and Accountability Act (HIPAA).

Similarly, while an employer may need to quarantine an employee who returns to work and tests positive for COVID-19 upon reopening (or indicates that he or she recently tested positive for COVID-19), SCS will share the employee’s name only with a public health agency, not with co-workers.