Mt. Lebanon SchoolDistrict
District Recovery Sub-Committee
Human Resources
Action Plan

Goal Statements
● Develop new workplace guidelines to ensure the safety and wellbeing of employees ● Provide resources to support the personal needs of employees ● Address CBA issues resulting from operational structures ● Develop training tools to address new safety protocols

Goal	Develop new workplace guidelines to ensure the safety and wellbeing of employees
Objective 1	Establish a protocol for symptom screening for employees and visitors
Action Step 1	Gain an understanding of CDC and ACHD guidelines
Action Step 2	Identify specific data required for thorough screening
Action Step 3	Determine feasibility of self screening; if screening done on site, assess staffing costs
Action Step 4	If self screening is feasible, determine what tools are required (e.g.,thermometers) for employees to have and what are the costs
Action Step 5	Explore availability and costs of a tech solution for screening of symptoms for employees

Objective 2	Establish a protocol should an employee exhibit symptoms related to COVID-19
Action Step 1	Gain an understanding of CDC and ACHD guidelines
Action Step 2	Identify assessment process including isolation location for each building
Action Step 3	Establish protocol for testing
Action Step 4	Establish protocol for quarantine directives
Action Step 5	Establish protocol for contact tracing

Objective 3	Develop Return to Work Guidelines and Frequently Asked Questions (FAQ) document
Action Step 1	Draft language related to employee screening processes
Action Step 2	Draft language related to physical distancing
Action Step 3	Draft language related to hygiene and disinfecting practices
Action Step 4	Draft language related to required protective gear
Action Step 5	Draft language related to possible scheduling changes

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Goal	Provide resources to support the personal needs of employees
Objective 1	Assess level of need for resources
Action Step 1	Review literature related to supports for crisis recovery
Action Step 2	Conduct an employee survey

Objective 2	Identify tiered internal and external resources to support employee recovery
Action Step 1	Review all resources provided in the current benefit package including the EAP and other Highmark programs
Action Step 2	Review available external programs as well as statutory entitlements afforded to employees during this period
Action Step 3	Create a decision tree as to the options available to employees who are unable to work for their own health condition or for the care of family.

Objective 3	Communicate availability of resources
Action Step 1	As most employees' needs can be supported through the EAP services, promote EAP offerings through attendance at faculty and staff meetings as well as promotional communication twice a month.
Action Step 2	Create a Covid-19 Resources tab on the staff Home Page to include Highmark covered related programs and local, state and national resources.

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Goal	Address CBA issues resulting from new operational structures
Objective 1	Identify articles in Collective Bargaining agreements which are susceptible to modifications based on new workplace rules
Action Step 1	Create a subgroup including union leadership to identify potential articles in the collective bargaining agreement that could require an MOU
Action Step 2	Develop options for consideration to address changes in articles impacted by changes in operations

Action Plan

Goal	Develop training tools to address new safety protocols
Objective 1	Provide online training tools
Action Step 1	Review online training options that exist related to returning to work and recommended mitigation programs
Action Step 2	Develop online training specific to MTLSD return to work protocols, safety measures, and proper use of protective equipment
Objective 2	Reinforce safety and mitigation practices
Action Step 1	Provide monthly safety tips to all staff
Action Step 2	Provide talking points to administrators to review at faculty and staff meetings