

# FISD

Employee Return to Work Handbook

2020-2021

COVID-19 Supplement



## # We Are Mighty

*All Friendswood ISD Employees shall know, understand and practice methods as outlined in this handbook to protect themselves and others from COVID-19 in the workplace.*

**(Revised August 5, 2020)**

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## INTRODUCTION

This handbook is the Friendswood Independent School District's guidance on re-entry into the workplace.

As our District begins to shift working from home to returning to the office, the safety and well being of all staff, students and visitors is a top priority for Friendswood ISD.

Our goal as a District is to collaboratively ensure that all employees in district facilities feel safe and secure to effectively navigate the complexities of the current standards provided by health officials at the local, state, and federal level. In an effort to mitigate and prevent the spread of COVID-19, it is essential for all staff to adhere to the guidelines in this handbook as well as the re-opening plan approved by the Board of Trustees.

The virus that causes COVID-19 can infect people of all ages, FISD and its employees will do everything feasible to keep students and staff safe. While it is not possible to eliminate all risk of furthering the spread of COVID-19, the current science suggests there are many steps we can take as a district to reduce the risks to students, teachers, and staff. This handbook contains required practices that will help minimize the likelihood of viral spread.

Please keep in mind that the information provided in this handbook is subject to change as guidance concerning the coronavirus (COVID-19) is regularly updated.

## EMPLOYEE ATTENDANCE

### **NON-EXEMPT EMPLOYEES:**

Time clock (non-exempt) employees will continue to clock-in and out using a stationary time clock in the building, a computer, or the employee's cell phone. Should you need any assistance, please contact Hope Coburn in HR at [hcoburn@fisdk12.net](mailto:hcoburn@fisdk12.net). Employees are expected to return to work for the 2020-2021 school year according to their published work calendar, and as approved by their supervisor. Link to published start/end dates: <https://myfisd.com/wp-content/uploads/2020/02/FISD-WORK-CALENDAR-START-END-DATES-20-21-3.pdf>

Building capacity limits are no longer in place. Your direct supervisor will provide additional guidance as needed.

Time clock employees work a 7.5-hour day or 8-hour day, depending on their assignment. The work calendar link (above) lists hourly assignment by job assignment.

### **EXEMPT EMPLOYEES:**

All salaried and/or contract employees are "exempt" from earning overtime. These are employees in the "professional" category. Professional employees are expected to attend work according to their schedule. If an employee is absent, the employee will need to make arrangements via skyward and frontline PRIOR to calling supervisor.

### **DRESS CODE FOR 2020-2021:**

Board Policy DH(LOCAL) states the following regarding employee dress code:

An employee's dress and grooming shall be clean, neat, in a manner appropriate for his or her assignment, and in accordance with any additional standards established by his or her supervisor and approved by the Superintendent.

**General Standards:** All employees shall observe modesty, appropriateness, and neatness in clothing and personal appearance. The District's minimum standard of dress is business casual attire. Due to the pandemic, the District has modified the dress code for several reasons:

- To mitigate the spread of COVID-19

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- To allow employees the ease of washing & drying clothes in high temperatures in order to kill any lingering germs. The district realizes the added expense of dry cleaning, in addition to the fact that many people wash dressy, business professional clothes in cold water to avoid fading and/or shrinkage.
- To allow district employees the ability to utilize inexpensive “spirit wear” as an alternative to business professional attire, which should reduce the chances of ruining expensive clothes by accidental chemical spills or cleaners used as protocol for germ protection.

### **General Guidelines for School Campuses:**

Minimum standard for women: Business casual tops that are paired with appropriate denim bottoms. Shirts should be modest, provide full coverage, and not be low cut. Spirit Wear T-Shirts with denim bottoms. Skirts should be of modest length.

Minimum Standards for Men: Golf-style polo shirts with a collar and denim bottoms. Spirit Wear T-Shirts with denim bottoms.

For all employees: Jeans cannot have holes, rips, or tears and should be clean in appearance. Sweatpants, joggers, and yoga pants are not allowed. Consider the work that you perform when choosing shoes. Flip flops, such as shower shoes, are not permitted. Shoes should not be a contributing factor to injury.

### **General Guidelines for Annex/Admin and other buildings:**

Minimum standard for women: Monday-Thursday: Business casual tops that are NOT T-shirts paired with appropriate denim bottoms. Shirts should be modest, provide full coverage, and not low cut. Friday: Spirit Wear with denim bottoms. Skirts should be of modest length.

Minimum Standards for Men: Monday-Thursday: Golf-style polo shirts with a collar and denim bottoms. Friday: Spirit Wear with denim bottoms.

For all employees: Jeans cannot have holes, rips, or tears and should be clean in appearance. Sweatpants, joggers, and yoga pants are not allowed. Consider the work that you perform when choosing shoes. Flip flops, such as shower shoes, are not permitted. Shoes should not be a contributing factor to injury.

Employees are required to wear badges at all times.

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## AVAILABLE LEAVE THROUGH FFCRA

FFCRA (Families First Corona Response Act) BASICS:

- ⇒ Any employee who meets the guidelines for needing to self-isolate, quarantine, or is seeking medical diagnosis for COVID-19 can be eligible for up to 10 days of emergency paid sick leave (EPSL) through FFCRA. Currently, this federal sick leave is only available for up to 10 days from the period of April 1-December 31, 2020.
- ⇒ Any employee who has to care for an immediate family member due to COVID-19 reasons, including the temporary closure of schools or daycares, can be eligible for Extended Family Medical Leave (EFML) benefits of up to 2/3 the employee's daily rate. Currently, this federal leave provision is only available for the period of April 1, 2020 through December 31, 2020, and the employee is not eligible for paid leave until after the first ten days of absences. The paid leave available in this provision does not kick in until day 11. The first 10 days will come from the employee's time-off bank. If the employee does not have available time off, then he will be docked for the first 10 days.
- ⇒ For additional basic FFCRA facts, please see information at this link:  
[https://myfisd.com/wp-content/uploads/2020/04/FFCRA\\_Notice.pdf](https://myfisd.com/wp-content/uploads/2020/04/FFCRA_Notice.pdf)

## POTENTIAL EXPOSURE TO COVID-19 PROTOCOL

When the district is notified of an employee who received a confirmed diagnosis of COVID-19, employees with "close contact" with the affected employee will be identified and contacted by Leah Tunnell and/or Kelly Browning in the HR Department.

"Close contact" is defined by TEA/CDC guidelines as:

- a. being directly exposed to infectious secretions (e.g., being coughed on); or
- b. being within 6 feet for a cumulative duration of 15 minutes; however, additional factors like case/contact masking (i.e., both the infectious individual and the potential close contact have been consistently and properly masked), ventilation, presence of dividers, and case symptomology may affect this determination.

If either occurred at any time in the time period the affected employee was infectious. Individuals are presumed infectious at least two days prior to symptom onset or, in the case of asymptomatic individuals who are lab-confirmed with COVID-19, two days prior to the confirming lab test.

The communication will consist of the following expectations to ensure your safety and to help reduce the spread of COVID-19:

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- ⇒ Quarantine for 14 calendar days: Out of an abundance of caution, FSD will advise you to monitor your health during that time and contact your primary care physician regarding symptoms and testing.
- ⇒ Employer notice: If you begin exhibiting symptoms or receive a confirmed diagnosis of COVID-19, immediately notify Leah Tunnell at [ltunnell@fisdk12.net](mailto:ltunnell@fisdk12.net) and your direct supervisor.
- ⇒ Communications: Please limit communications about this matter to Human Resources and your direct supervisor. Human Resources will take responsibility for notifying individuals who may have been exposed. This process will ensure your personal and medical information is kept confidential.

### Return to Work Protocol

Any individuals who themselves either:

- ⇒ Are lab-confirmed to have COVID-19
- ⇒ Experience the symptoms of COVID-19 (listed below) must stay at home throughout the infection period, and cannot return to campus until the school system screens the individual to determine any of the below conditions for campus re-entry have been met:

In the case of an individual who was diagnosed with COVID-19, the individual may return to school when **all three** of the following criteria are met:

1. At least one day (24 hours) has passed since recovery (resolution of fever without the use of fever-reducing medications);
2. The individual has improvement in symptoms (e.g., cough, shortness of breath); and
3. At least ten days have passed since symptoms first appeared.

In the case of an individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19, such individual is assumed to have COVID-19, and the individual may not return to the campus until the individual has completed the same three-step set of criteria listed above.

Additionally, the employee is not eligible for EPSL if he or she does not seek a medical diagnosis for COVID-19.

If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay at home period, the individual must either obtain:

- ⇒ Medical professional's note clearing the individual for return based on an alternative diagnosis or
- ⇒ Obtain a single acute infection test at an approved testing location (<https://tdem.texas.gov/covid-19>) that comes back negative for COVID-19.

## General Guidance for Employee Self-Screening

Health Screening-Prior to reporting to work

- \* All Friendswood ISD employees will be required to complete a daily electronic self-screening prior to coming to work

Screening Questions:

1. Have you recently begun experiencing any of the following symptoms in a way that is not normal for you?
  - ⇒ Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
  - ⇒ Loss of taste or smell
  - ⇒ Cough
  - ⇒ Difficulty breathing
  - ⇒ Shortness of breath
  - ⇒ Fatigue
  - ⇒ Headache
  - ⇒ Chills
  - ⇒ Sore throat
  - ⇒ Congestion or runny nose
  - ⇒ Shaking or exaggerated shivering
  - ⇒ Significant muscle pain or ache
  - ⇒ Diarrhea
  - ⇒ Nausea or vomiting
2. Have you been in “Close Contact” with an individual who is lab confirmed to have COVID-19?

Close Contact is defined as:

- a. being directly exposed to infectious secretions (e.g., being coughed on); or
- b. being within 6 feet for a cumulative duration of 15 minutes; however, additional factors like case/contact masking (i.e., both the infectious individual and the potential close contact have been consistently and properly masked), ventilation, presence of dividers, and case symptomology may affect this determination.

Individuals are presumed infectious at least two days prior to symptom onset or, in the case of asymptomatic individuals who are lab-confirmed with COVID-19, two days prior to the confirming lab test.



All Friendswood ISD employees are required to stay home if you answer YES to either question above per the electronic self-screening.

Stay home when you are sick, except to get medical care!

## What to expect when arriving to work

- ⇒ Complete COVID-19 daily electronic self-screening prior to entering facility
- ⇒ Wear a face covering or face shield prior to entering the facility
- ⇒ Practice social distancing and remain 6ft apart as much as feasible
- ⇒ Report directly to your classroom or designated work area
- ⇒ Remain in your classroom or designated work area as much as feasible
- ⇒ Communication via phone, email as much as practical to avoid conversing in an office, classroom, or common area that is not your designated work area
- ⇒ Avoid common areas, break areas that have already been disinfected by custodial staff
- ⇒ Avoid using the guard rails on the stairs, water fountains, and elevators if applicable
- ⇒ Employees needing use of an elevator will do so one at a time

## New Requirements

### **Face Coverings and Face Shields**

- \* All Friendswood ISD employees will be issued a face covering and a face shield
- ⇒ Face covering or face shield will be required for all FISD employees
- ⇒ Face covering or face shield will cover the nose and mouth when worn
- ⇒ FISD employees will be required to wear a face covering or face shield inside all FISD facilities where social distancing (6 feet) is not possible to include arrival, dismissal, cafeteria when not eating, common areas, during transitions, and when social distancing is not possible in the classroom or outside of the facility
- ⇒ Health exceptions to the wearing of a face covering or face shield will be addressed on a case by case basis (Contact your immediate supervisor or Human Resources for further information)
- ⇒ If you are requiring additional personal protective equipment or additional accommodations please contact your immediate supervisor or Human Resources for further information

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Note: If you are in your office area or classroom alone (at minimum 6 feet away from co-workers) you may remove your face covering or face shield

### Health and Hygiene Practices

- \* All Friendswood ISD employees will be trained in proper health hygiene and disease transmission prevention measures
- ⇒ Hand sanitizer stations will be at identified entrances of the facility and be used upon entrance
- ⇒ Hand washing is the preferred method and should be practiced at given opportunities along with the requirement to wash hands at least twice a day for 20 seconds
- ⇒ FUSD employees will abide by all signage for proper hygiene, respiratory etiquette, and social distancing that will be posted throughout the facilities
- ⇒ Gloves are optional

### Congregating

- ⇒ Congregating in groups is no longer allowed in:
  - Common areas
  - Hallways
  - Restrooms

### Lunch

- ⇒ Make sure you practice social distancing requirements during your lunch period
- ⇒ Please refrain from having any food orders delivered to the building
- ⇒ Teacher lounges and break rooms remain open; it is the responsibility of each individual to wipe down their area before and after eating
- ⇒ Prepare to eat lunch in your office area, classroom, possibly in your car if you prefer, or off site

### Meetings

- ⇒ Any face to face meetings should be scheduled that will meet the social distancing requirements for the number of employees in attendance
- ⇒ If space does not allow for social distancing every effort should be made to schedule meetings via Google Meet or Zoom

## Cleaning and Disinfecting

- \* As required by facility, Friendswood ISD employees will be given and equipped with cleaning supplies for cleaning and disinfecting throughout the day
- \* Custodial staff will be realigned to provide support throughout the day for the cleaning and disinfecting of common areas, restrooms, and frequently touched areas
- ⇒ Issued and personal approved cleaning supplies will be properly stored when not in use
- ⇒ Classroom teachers/students will be required to wipe down personal space as well as student desk and chairs in between class changes and student transitions
- ⇒ Office based employees should wipe down their area prior to starting work and at the end of each work day

## Facility Logistics

- ⇒ Classrooms will be arranged to provide the maximum social distancing possible within the constraints presented by the facility and the functions within that classroom
- ⇒ Excess personal furniture will be removed from the classroom, district furniture needing to be removed will be tagged, work order submitted, picked up and stored off site to allow for additional spacing in classrooms
- ⇒ Each campus will have a designated location determined by campus nurse and administration where staff will send a student that is displaying COVID-19 symptoms
- ⇒ Large group meetings and assemblies will be limited, held outdoors when feasible and held virtually when applicable

## Visitors/Deliveries/Miscellaneous

- ⇒ Friendswood ISD will restrict all visitors to schools to only those essential to school operations
- ⇒ Visitors will not be allowed to visit during lunchtime
- ⇒ Excluding the parental drop-off and pick-up times, before visitors are allowed onto campuses, campus staff must screen all visitors for COVID-19 symptoms and temperature check who proceed beyond security vestibule

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- ⇒ In our efforts to minimize foot traffic in our facilities, all deliveries and couriers are to be redirected to the designated delivery area at the Maintenance building
- ⇒ Essential meetings will be done by appointment or through a virtual format
- ⇒ To ensure the safety of students and staff, no outside food deliveries will be accepted (i.e., food, gifts, door dash, etc.)
- ⇒ Campus staff will establish a “no contact” system to allow parents/guardians to drop off essential items related to student’s educational needs during the school day
- ⇒ Until further notice, there will be no class parties that include visitors
- ⇒ No volunteers at any campus or facility for at least the first nine weeks of school

### FAQ’s Regarding COVID-19

#### ***1. What if I am lab-confirmed positive for COVID-19?***

You must stay at home until all of the following conditions have been met:

- At least one day (24 hours) have passed since recovery (resolution of fever without the use of fever reducing medications)
- You have improvements in symptoms
- At least 10 days have passed since symptoms first appeared

#### ***2. What if I have been in close contact with an individual who is lab-confirmed to have COVID-19?***

You must stay at home through the 14-day incubation period and are not allowed on campus

#### ***3. What if I have been in close contact with an individual who was in close contact with a person that is lab-confirmed to have COVID-19?***

Report to work, no precautions need to be taken, monitor your health

#### ***4. What if I answer “no” to one of the questions on the daily electronic self-screening form?***

You must stay at home until all of the following conditions have been met:

- At least one day (24 hours) have passed since recovery (resolution of fever without the use of fever reducing medications)
- You have improvements in symptoms

- At least 10 days have passed since symptoms first appeared
- \* If you wish to return before completing all of the above you must obtain a medical professional note clearing you for alternate diagnosis or receive a negative test confirmation showing that you are free from COVID-19