

October 13, 2020

Dear Coast Unified School District Employees,

We wanted to send out a reminder/refresher of the CUSD COVID-19 Health and Safety protocols and procedures implemented in an effort to establish and maintain a safe and healthy workplace for our employees. Please review below:

1. All employees are to conduct a **Daily COVID-19** Self-Assessment prior to reporting to their work-site. An employee who experiences any of the symptoms related to COVID- 19 are to notify their supervisor and remain home. The employee should contact their healthcare provider for guidance related to their symptoms/illness or possible exposure. Normal absence reporting procedures are to be followed.
2. All employees are required to review the COVID-19 Health and Safety Protocols and view the COVID-19 Health and Safety Protocol Training designed to help them understand how best to maintain a safe workplace for themselves, co-workers, and others. Please review the training on the district website's COVID-19 information page: <https://www.coastusd.org/staff/covid-19-information>.
3. Employees working on-site are expected to sanitize/disinfect their workstation throughout the workday, preferably a minimum of twice per day. All CUSD are required to complete the **“HSA Basic Pest Management in the School and Childcare Settings” training** at www.GetSafetyTrained.com, provided by Schools Insurance Program for Employees (SIPE). This training provides employees proper guidance and instructions on workstation cleaning and disinfection.
4. Employees are requested to take their temperature before heading to work. Do not come to work if you have a fever. Stay home if you are feeling ill. Employees who display signs of illness at the worksite will be sent home.
5. Employees working on-site at any CUSD location are required to wear a facial mask/covering (face masks/coverings are available by CUSD) when entering buildings/sites, restrooms, workrooms, when walking through any common areas, and when working within 6 feet of each other. While at one's desk, the use of a mask is voluntary if physical distancing or structural mitigation is available.
6. Employees are to practice physical distancing (6 feet apart) as their work duties permit. Any modifications of workstations, work locations, or work schedules that are needed to accomplish this will be communicated out by the employee's supervisor.
7. Employees should be mindful of the importance of not sharing objects, such as keyboards, pens/pencils, headsets and phones whenever possible, or if needed, to ensure they are disinfected between uses.
8. Employees shall not share food and buffet style lunches are not allowed. Employees will be

allowed to eat lunch at their workstations as break/lunch rooms and areas will have limited occupancy to ensure social distancing.

9. Employees shall adhere to public health hygienic recommendations by washing hands frequently for at least 20 seconds with soap and water.
10. All employees are expected to familiarize themselves with updates to our Opening Plan and Learning Pod Plan.

Employees are encouraged to communicate questions and concerns to their supervisor, director, or administrator. Thank you all for your efforts in making our work environment safe. We all need to play our part and again you are making great efforts.

Sincerely,

Scott Smith
Superintendent