

NONINSTRUCTIONAL OPERATIONS

Required COVID-19 Safety Procedures

Pasco School District will adhere to Washington state K-12 workplace safety requirements related to COVID-19. All staff are required to follow the applicable rules, procedures, protocols and directives.

1. Daily Health Screening and Attestation is Required

Every staff member is required to screen themselves for COVID-19 symptoms every day. The screening must occur before the staff member reports to work. Any staff member who is experiencing symptoms of COVID-19 may not report to work on site.

Staff members must complete an attestation that they will screen themselves daily for COVID-19 symptoms and that they will not report to work on site if they are experiencing symptoms. The attestation must be completed through the electronic screening tool provided by the district.

2. A Mask or Face Covering is Required

All staff members must wear face coverings while on district premises or while performing district-related activities off premises. The district will provide a supply of reusable cloth face coverings for staff and will provide additional personal protective equipment for staff in jobs designated at a higher risk of exposure to the COVID-19 virus.

Face coverings must be worn covering the mouth and nose with no gap. Face coverings must be worn at all times except in the following limited circumstances:

- a. When working alone in an office that is not a shared space;
- b. When working alone in a cubicle in a shared space when the cubicle is enclosed on four (4) sides; or
- c. When working alone outdoors. (Note: face coverings must be worn outside if there is a reasonable likelihood of encountering another person.)

Staff members with a documented health condition or other disability that prevents them from wearing a cloth face covering must submit a written request for accommodation to Employee Services. Staff receiving approval from Employee Services for an accommodation will be allowed to wear a clear face shield with a drape that extends below the chin, to the ears, and have no gap at the forehead or under the chin.

Limited exceptions for instructional activities will comply with applicable state requirements.

3. Physical Distancing is Required

The district will implement protocols to maintain a minimum separation of six (6) feet between staff members. Staff are required to actively engage in strategies to maintain six (6) feet of physical distancing at all times. Examples of physical distancing strategies include, but are not limited to:

- a. Holding meetings online or by telephone whenever possible;
- b. Not gathering in shared locations like break rooms, waiting rooms, hallways, classrooms, and offices;
- c. Not sharing rides in vehicles;
- d. Not holding potluck meals or bringing food to share;
- e. Delivering paperwork to outside mailboxes or dropboxes;
- f. Calling ahead to schedule appointments instead of dropping in.

If it is necessary to meet with another staff member in person, at least six (6) feet of physical distancing shall be maintained by the staff members at all times. Supervisors will assess the risk level in jobs where it is not possible to maintain six (6) feet of physical distancing due to the nature of the work and will issue additional PPE and written safety protocols for those staff members.

4. Hand Washing and Good Hygiene is Required

Staff are expected to practice good personal hygiene to help prevent the spread of the COVID-19 virus. This includes washing hands with soap and water for at least 20 seconds, especially after having been in a public place, or after blowing the nose, coughing or sneezing. If soap and water are not available, staff should use a hand sanitizer containing at least 60% alcohol.

5. Communications Responsibility

District policy [5242](#) provides that district employees share the responsibility for communicating and interpreting district policies, programs, goals, and objectives to students, families, and members of the community. This responsibility for communicating in a manner that is respectful and cooperative is especially important in the context of COVID-19. It is important that personal views and opinions communicated in private employee speech do not interfere with the district's abilities to fulfill its responsibilities to students and the public. The district has a legitimate interest in addressing staff communications which disrupt or interfere with the work or educational environment or operations of the district.

Staff communication that indicates unwillingness to comply with or enforce the district's COVID-19 safety requirements and that has the effect of disrupting or interfering with district operations or the educational environment may be subject to corrective action.

6. Corrective Action

Each employee is responsible for following the required COVID-19 safety procedures. Administrators and supervisors are responsible for ensuring staff are in compliance with the procedures. Staff are encouraged to contact their supervisor or the district Risk Manager with any questions. Failure to follow the required COVID-19 safety procedures will result in corrective action, which may include disciplinary action. Repeated failure to follow these procedures may be considered neglect of duty, insubordination and willful violation of district policies and procedures under district policy [5255](#), Disciplinary Action and Discharge.