



## Face Coverings Required

Please remember that face coverings at work are not optional. If you are in your office alone or working outside, then it's okay to remove your mask. If you are inside and another employee is near you, you should have your mask on.

Immunization requirements have not changed and Health Services will be working to ensure that all students have their required immunizations

## Employee Leave Information

Please work with your supervisor and HR regarding employee leaves due to Covid-19. You may qualify for the Family First Corona Virus Act leave. Links to resources are below:

<https://www.labor.ca.gov/coronavirus2019/#chart>

<https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave>

BUSD has a "We-Tip" hotline where employees can report workplace safety concerns or COVID related concerns by calling 1-800-873-7283. The report is anonymous.

## Reopening Information

Please visit the District website and the Reopening video and FAQ's for updated information on all areas of preparation for reopening. We want staff to know that we are reviewing health and safety protocols, walking sites with public health, and doing everything we can to have infection reduction measures in place for students and staff.

## Employee Mental Health

We know this has been an especially challenging year for everyone. Please remember to take care of yourself just as you take care of so many others. This is an excellent article on working remotely and your mental well-being <http://workplacementalhealth.org/Employer-Resources/Working-Remotely-During-COVID-19>. There are also mental health resources on our website if you need information or assistance. The remote and virtual environment can be isolating. Please know we are all here to support one another and do not be afraid to reach out if you need assistance.

## Please Get Your Flu Shot

The best way to prevent seasonal flu is to get vaccinated each year. Flu is more than a bad cold. Flu can be mild to severe, and at times can lead to life-threatening illness, hospitalization or death. This year, flu and COVID-19 will be circulating in communities throughout LA County, and both can cause serious illness. The best way to protect yourself and your family from the flu, is to all get a flu immunization. Stay healthy during the pandemic and protect yourself from flu by getting a flu immunization.

## Public Health Visits

Because we are doing some in-person assessments, the Los Angeles Department of Public Health is visiting many of our schools sites to review our plans and preparation for reopening. They have been very complimentary. Administrators, site COVID teams, Student Services, Facilities, and Health Services have been on these site walk throughs. We appreciate the time and effort administrators and staff have given to ensure our sites are prepared to reopen when that decision is made.

## Reopening Date

The decision to reopen in a Hybrid Model will be based on whether LA County meets the criteria set by the Department of Public Health. If the criteria are met for schools to safely reopen, Burbank USD will offer families the option of continuing with 100% Distance Learning (Elementary Distance Learning, 6th grade APEX, 7-12th grade ILA) or selecting in-person instruction with our Hybrid Model. No dates for this possible reopening have been set, however, schools will not open before January.

## Sick, Stay at Home

If an employee becomes sick at work, they should contact their health provider. School nurses are also available for assistance or consultation. The employee should then follow their Health Provider's recommendations. Please see the LA County guidelines for isolation to prevent the spread of Covid-19.

<http://publichealth.lacounty.gov/acd/ncorona2019/covidisolation/>

In addition, if an employee has had contact with a person known to be infected with Covid-19 within 14 days prior to reporting for work, then they should consult with their Health Provider. If quarantine is recommended, here is the link to LA County guidelines: <http://publichealth.lacounty.gov/acd/ncorona2019/covidquarantine/>.

## Visitors and Vendors

Currently BUSD does not allow visitors on campus, without administrative approval. We have reminded parents and the expectation is that most questions and information can be handled via email, phone or through remote meetings.

Vendors will be given health and safety guidelines and expected to wear face coverings and limit contact with others.

We have created a [Visitors Screening Form](#) and sent it to all office managers. If someone is dropping something off and spending less than 15 minutes at a site, they do not need to fill out a visitor screening form. If they are going to be on the site or at the facility for more than a drop-off, then they should fill out the form.

\*Please note that information in this document is based on LA County Department of Public Health guidelines and guidance from other governmental agencies. Information and guidance is subject to change due to changing conditions with COVID-19. In addition, before we return to in-person instruction, we will be providing more detailed information regarding health and safety plans.

<http://publichealth.lacounty.gov/media/coronavirus/>

[http://publichealth.lacounty.gov/media/coronavirus/docs/protocols/Reopening\\_K12Schools.pdf](http://publichealth.lacounty.gov/media/coronavirus/docs/protocols/Reopening_K12Schools.pdf)

## What is the Covid-19 Compliance Team

The Covid-19 Compliance Team is responsible for establishing and enforcing all Covid-19 safety protocols for staff, students, and parents. The team is providing guidance on workplace safety protocols, cleaning protocols, PPE supplies, updating information regarding Covid-19 and assisting with employee related concerns and questions. The team is comprised of the following staff: Debbie Kukta, Sarah Niemann, John Paramo, Peter Knapik, Stacy Cashman, Larry Cross, and Lenora Aguilera. School site teams will be comprised of an administrator, nurse, and bargaining unit representatives. School administrators will communicate to staff who is on the site Covid-19 Compliance Team.

## Windows and Doors

We have had a lot of questions about windows and doors. While public health encourages outdoor activities (with physical distancing) and fresh air circulation, it is not a mandate. Teachers and staff may choose to leave windows and doors open, although that can impact the air conditioning system. Our air conditioning system does intake air from outside and circulate it (it is not just recycled indoor air) and we are currently reviewing our standards and filters and will keep you posted on any changes.

## Physical Distancing

During distance learning some teachers will be choosing to work in classrooms. Classified and certificated staff will be on site (office staff, nurse/health assistants, administrators). Please maintain physical distancing at all times. Please follow your administrator's guidance so that employees can maintain 6 feet distance between work stations and so contact among employees is reduced. Breaks should be staggered to ensure physical distancing and employees should avoid gathering in areas like break rooms, rest rooms and offices. Counter shields have been delivered to sites for high traffic offices.

## Hand Washing and Hand Sanitizer

Facilities will be maintaining hand washing supplies in employee restrooms. If there are any issues, please report this to the office manager and/or administrator and they can notify the custodian to replenish hand washing supplies. Hand sanitizer will be made available in main offices, staff lounges and work rooms, stairway entrances, and at building entrances.

## What happens if an employee tests positive?

The COVID-19 Compliance Team is informed of positive cases and initiates the School Exposure Management Plan in conjunction with Department of Public Health directives. The team and school district will follow public health directives and notify employees regarding protocols and action steps. These would involve notification, additional screenings and disinfecting/deep cleaning. More information will be provided regarding protocols.

## COVID Testing Sites and Information

- Contact your primary care physician
- Urgent Med - 2005 W. Alameda <https://urgentmednetwork.com/burbank/urgentcare/>
- CVS -1820 Verdugo Burbank
- MEND -1701 W. Verdugo Burbank <https://www.mendurgentcare.com/>
- LA County Testing Sites - <https://covid19.lacounty.gov/testing/>

## Cleaning Procedures and Information

Please follow this link for more information regarding cleaning procedures and protocols:

<https://drive.google.com/file/d/1i7wyXP0iroiWk9wCBDDN3utexmRQJ4/view?usp=sharing>