



The Foundation for Hispanic Education - Social Distancing Protocol

The Foundation for Hispanic Education (TFHE) takes the health and safety of its employees and students very seriously. With the spread of the coronavirus or “COVID-19,” The Foundation for Hispanic Education must remain vigilant in mitigating the outbreak. In order to be safe and maintain operations, all personnel (including employees and visitors) are required to adhere to this Social Distancing Protocol. If you observe any violations of this protocol, contact Martin E. Farfan, Director of Compliance & Equity *immediately* at mfarfan@tfhe.org or via phone at (408) 585-5022 Ext. 1039.

Signage

Ensure that the following checklist is completed:

- ☐ Social Distancing Protocol will be placed at each public entrance of the facility to inform all employees and students that they should:
 - Avoid entering the facility if they have a cough, fever, or other symptoms of COVID-19.
 - A complete list of COVID-19 symptoms may be located at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
 - Avoid entering the facility if they have had personal contact with anyone who has or may have contracted COVID-19 within the last 14 days.
 - Maintain a minimum six-foot distance from one another.
 - Sneeze and cough into a tissue or, if not available, into one’s elbow.
 - Not shake hands or engage in any unnecessary physical contact.
- ☐ Post a copy of this Social Distancing Protocol at each public entrance to the facility and provide to each employee performing work at the facility.

Measures to Protect Employee Health

Ensure that the following checklist is completed:

- ☐ Everyone who can work from home has been directed to do so.
- ☐ All employees have been told not to come to work if sick. Employees are to stay home if sick or if they have had contact with anyone diagnosed with or suffering symptoms of COVID-19.
- ☐ Symptom checks are being conducted before employees may enter the workspace. If temperature checks are performed, screener must have received appropriate training and wear personal protective equipment (“PPE”). Any employee health information obtained must be protected as confidential.
- ☐ All employees will be offered at no-cost, a disposable face covering to be used at work when social distancing is not practical.
- ☐ All members of the public who enter the facility are required to wear a face covering during their time in the facility.



- ☐ Persons with a cough, fever, or other symptoms of COVID-19 are not to enter the facility. Persons who have had personal contact with anyone who has contracted COVID-19 are not to enter the facility.
- ☐ All desks or individual workstations are separated by at least six feet. Employees have been instructed to maintain social distancing at all times. All gatherings must be postponed or held via remote communication (e.g., telephone, videoconference, webinar, etc.)
- ☐ Break rooms, bathrooms, and other common areas are being disinfected frequently
- ☐ Disinfectant and related supplies are available to all employees at the following location(s): Front Desk or Front Office Check-In Areas – (Only to be offered with the HSA and EPA requirements)
- ☐ Hand sanitizer with at least 60% alcohol is available to all employees at the following location(s), including all entrance areas: Front Desk or Front Office Check-In Areas
- ☐ Wash stations with soap and water are available to all employees at the following location(s): Designated Restroom and Break Locations
- ☐ Guest sign-in book will be maintained by Compliance and Operations personnel only. Designated personnel will take visitors' name and information. Visitors will not sign in themselves, must follow all COVID-19 Protocol, and receive approval to access beyond waiting areas (i.e., Front Lobby, Main Office)
- ☐ Equipment will not be shared between employees unless it is unavoidable. If equipment must be shared by employees (e.g., used on different shifts) will be sanitized as determined by the Operations Department
- ☐ Copies of this Protocol have been distributed to all employees and employees will be instructed regarding this Protocol. Employees have been reminded that any employee violating these policies are subject to immediate discipline.
- ☐ Approved staff are required to refer to issued COVID-19 Site Measures, Request for Site Return Forms, associated Staff Memos, and all notices provided throughout the premises.

Measures to Prevent Gatherings and Crowds

Ensure that the following checklist is completed:

- ☐ Limit the number of non-employees in the facility at any one time only to those who are required to be on premises for necessary and legitimate business purposes essential to the operation of The Foundation for Hispanic Education and its school sites.
- ☐ Unless expressly authorized by executive management or in the case of an emergency, the maximum number of non-employees on the facility will be two (2) per school site in the Main Lobby/Main Office areas which allows for all persons easily to maintain at least six-foot distance from one another at all practicable times.



- ☐ Security personnel, campus monitors, or designees will be posted at the front entrance to ensure that the maximum number of non-employees in the facility set forth above is not exceeded.

Measures to Maintain Social Distancing (i.e., Minimum Six Feet Separation)

Ensure that the following checklist is completed:

- ☐ Social Distancing Protocol will be placed outside the facility to remind people to be at least six feet apart.
- ☐ Identify “choke point” and “high-risk areas” where individuals are forced to stand together, such as hallways, hoists, elevators, and break areas and control them so social distancing is maintained.
- ☐ Where lines may form in the facility (e.g., front entrance, trouble window, gate, etc.), tape or other markings will be placed at minimum six feet intervals with signs directing persons to use the markings to maintain distance.
- ☐ All personnel have been instructed to maintain at least six feet distance from students and from each other where practical.

Measures to Prevent Unnecessary Contact

Ensure that the following checklist is completed:

- ☐ No large group gathering are permitted while this Social Distancing Protocol remains in effect.
- ☐ Where possible, all processes should be completed in a contactless method (e.g., use electronic rather than hard copy communication where possible; limit hard copy mail distribution where possible, copy and transmit hard copy mail in electronic form where possible, etc.).

Measures to Increase Sanitization

Ensure that the following checklist is completed:

- ☐ Disinfecting wipes that are effective against COVID-19 are available at Front Desk or Front Office Check-In Areas
- ☐ Employees have been directed to disinfect equipment and workstations (including keyboards, telephones, handrails, elevator buttons, door knobs, etc.) regularly.
- ☐ Employees have been directed to disinfect payment portals, pens, styluses, and frequently used materials after each use.
- ☐ Hand sanitizer, soap and water, or effective disinfectant is available to the public at or near the entrance of the facility, and anywhere else inside the facility or immediately outside where people have direct interactions.
- ☐ Employees have been assigned to disinfect all high-contact surfaces frequently. (Where practical and legal to do so)



Incident Reporting

Take the following steps to report any potential exposure incident:

- ☐ A potential exposure incident must be immediately reported. If a potential exposure incident occurs while the employee is in a work setting or while working, the following steps should be taken:
 - Employees and supervisors shall notify Martin E. Farfan, Director of Compliance & Equity, immediately at mfarfan@tfhe.org or via phone at (408) 585-5022 Ext. 1039 as soon as possible following a potential exposure incident.
 - Potentially infected employee will be separated from other individuals while information is being gathered.
 - If a potentially infected employee desires medical treatment, arrangements shall be made to send the worker to a healthcare facility in accordance with CDC and local health official guidelines.
 - Medical records kept on file with the company will be maintained in accordance with the law, including confidentiality of private medical information.

If you have any questions about any aspect of this protocol, please contact our Department of Compliance immediately at mfarfan@tfhe.org or via phone at (408) 585-5022 Ext. 1039.