

Marin County

SSSPP Public Health Review

School Name: Reed Union School District Office

Date Received: 9/28/2020

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Checklist Indicating Complete Application

- ✓ 8/12 Updated SSSPP Template
- ✓ Contact Information Included
- ✓ Task force Members Named
- ✓ Primary and Secondary Liaison Contact Information
- ✓ Signed by Administrator





**Reed Union School District
District Office Health and Safety Procedures and Protocols
(Site Specific Protection Plan)**

When working in the District Office, Maintenance and Operations or the Technology Department, Health and Safety Procedures and Protocols must be followed at all times to keep everyone safe. In this effort to ensure the health and safety of our staff, the work environment, practices and standard operating procedures have been modified. With COVID-19 present in our environment for the foreseeable future, we are committed to developing protocols and procedures that reflect current public health guidance on how to stop the spread of COVID-19.

These procedures and protocols have been reviewed by Public Health and will serve as our guide during this evolving situation. While we are going beyond the minimum guidelines, once implemented, we can adjust as appropriate.

The Basics:

All staff will be expected to follow Public Health Guidelines for physical distancing, face covering and hygiene, plus additional measures as noted below:

- Perform the RUSD Daily Health Screening via email from Actionaly
- Do not come to work if you are feeling sick
- Wear a face covering while in the building
- Practice required physical distancing (6' or more)
- Enter and exit the building at the entrance closest to your workstation
- Practice regular hand washing - 20 seconds – or use the available hand sanitizer when entering the building, regularly throughout the day, and before exiting
- Utilize Health and Safety Stations (and Essential Protective Equipment)
 - Gloves, extra face coverings, disinfectant wipes, hand sanitizer (or disinfectant and paper towels) as needed
- Maintain clutter free surfaces and workstations for efficient and regular cleaning and disinfecting

Entrances

Everyone should use the entrance closest to their work area. Only members of the public with essential business in the office will be allowed to enter the office area.

Check-in/Check-out Protocols:

- Enter and exit through your assigned entrance
- Everyone must wear face covering at all times in the building, except when working alone in a private office or isolated area
- Use QR Code on the door which you use to enter the building
- Wash hands upon arrival and throughout the day
- Wipe down / disinfect your workspace at the end of the day before you leave

The RUSD District Office and Departments are Closed to the Public (for in-person meetings):

The RUSD District Office is only open to RUSD staff. The limited exceptions are outside essential workers providing necessary services that are pre-scheduled (i.e., copy machine technicians, plumbers, etc.) and those essential workers must be accompanied by a RUSD employee who will make sure they register via QR Code. RUSD will not be hosting public in-person meetings until further notice and has transitioned to conducting regular meetings remotely. All Deliveries and Mail brought into the office will be limited to five (5) minutes maximum and the outside personnel must be masked when they enter the building.

Outside Essential Workers:

In the event that outside essential workers need to enter the building, they must obtain prior approval and schedule an appointment. They will be required to use the QR code on the door when entering and follow all health and safety protocols.

Office Areas:

If you move between the two primary office areas please wear your mask and practice proper hygiene and social distancing precautions.

Everyone Cleans and Disinfects:

All staff will be trained in the use of cleaning and disinfecting products and will be expected to clean and disinfect their own workstations and any common areas they use. Custodians will clean and disinfect every night as well.

Restrooms:

Everyone will take responsibility for using a toilet seat cover, cleaning and sanitizing any areas you touched after each use, including wiping down handles and knobs, and sink area after washing hands. (gloves and wipes will be available)

Kitchen:

- The kitchen area in the office is to be used by department personnel ONLY.
- Only one (1) person at a time may use the kitchen area and is to wear a mask when entering and exiting the kitchen.

- Persons using the kitchen are responsible for cleaning and sanitizing any areas touched after each use, including wiping down handles and knobs, and sink area after washing hands. (gloves and wipes will be available)

Signage:

The following signage will be posted around the office:

- QR Code on each of the outside doors
- Health and Safety Stations
- Healthy Marin reminders

Digital Communications and Electronic Signatures

- Meetings will be conducted via Zoom or Google Meet as needed
- Everyone will be asked to continue processing as much as possible without paper, including use of digital signatures

Allergies, Self-Monitoring, Compassion and Support

We know that many of us experience seasonal allergies that can cause sneezing, coughing, runny nose, and other symptoms. In the past co-workers may not have noticed when a colleague sneezed or coughed, however now we are all on heightened alert. We need to take care of one another, and trust that each of us will take responsibility to self-monitor and stay home if we are feeling sick. If you develop symptoms during your shift that are unusual and are not related to seasonal allergies, you should go home. If you work in an area of the office where a coworker is experiencing seasonal allergies, please be compassionate and supportive.

Response to Symptoms, Potential Exposure, or Confirmed Positive COVID-19 Test

In the event that a staff member exhibits symptoms, has potential exposure, and has tested positive for COVID-19, RUSD will work with Public Health to implement all necessary communication and follow up to support contact tracing and health and safety of staff. Anyone may call Marin Public Health if a suspected exposure has occurred at (415) 473-7191.

Regular Teams Safety Briefings

We will offer health and safety meetings as needed to check in with staff, and address needs as they arise.

Key Documents and Resources

- [State of California office workplace guidance](#)
- [CDC Guidance for School Settings](#)
- [March 14, 2020 Environmental Health Advisory for Cleaning Community Spaces](#)
- [Reminders for Using Disinfectants at Schools and Childcare Centers](#)
- [CDC Environmental Cleaning and Disinfecting Recommendations](#)
- [???? Site Specific Protection Plan](#)

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