

# **DRAFT -Return to Work Guide for Supervisors**

Revised 7-14-20

## **Purpose**

The intent of this “Return to Work Guide for Supervisors” is to provide guidance to PWCS administrators/supervisors on best practices for returning employees to work during the COVID-19 virus pandemic. By following the guidance of the [Recover, Redesign, Restart plan](#), [OSHA](#), [CDC](#), [DOLI](#), and this document, Prince William County Public Schools can do the very best to protect the health and safety of employees, the community, and others coming in contact with our employees and students.

## **Work Locations, Schedules, and Staffing Plans**

1. Each work location/department must designate a contact person to collect and disseminate critical information relative to the Division response plan for the COVID-19 pandemic.
2. A Return to Work Assessment will be sent to all employees by July 15, 2020, to assist supervisors with staffing plans. This survey is designed to provide the following information:
  - a. Identify staff who might be at [increased risk for severe illness](#), as defined by the CDC, for further follow-up by the Office of Benefits and Retirement Services;
  - b. Identify staff who may have childcare issues due to childcare/school closings;
  - c. Identify employee preference for virtual or in-person assignment (where available) subject to student need and tiered by individual and family medical need; and
  - d. Information needed to develop work plans and any needed accommodations.
3. Employees whose jobs can be performed virtually will continue to telework as directed by their supervisor until further notice as determined by the Division Superintendent of Schools (or designee).
  - a. Budget holders have the authority to authorize telework for those employees who can work virtually.
  - b. For employees authorized to telework, a [Telework Acknowledgement](#) must be completed by July 31, 2020, or the first day of the employee’s calendar, to continue to work virtually. The Telework Acknowledgement is available through PWCS Records in the “Blank Docs” forms library– see “How to Guide for PWCS Records” for instructions on accessing the form by clicking [here](#).

- c. [Implement strategies to keep your telework teams engaged and connected.](#)
4. For employees whose jobs cannot be performed virtually, the following applies:
  - a. Budget holders have the authority to require employees to report physically to work;
  - b. Staggered work schedules should be utilized to limit the number of employees working together in one workspace;
  - c. Staggered breaks and lunches should be utilized to limit the number of employees in common areas; and
  - d. Staffing plans should consider use of alternating days employees physically report onsite to work when possible.
5. All directors and principals must submit their staffing plans for approval by their respective associate superintendent by XX, 2020.

### **Before Employees Return to Work Onsite**

1. Ensure appropriate Personal Protective Equipment (PPE) and face coverings are available for employees working onsite in your school or department. PWCS has standardized the inventory, ordering, and purchase of PPE and face coverings for employees and students via Supply Services.
  - a. Staff members are asked to supply their own face coverings, but will be provided by PWCS if needed.
  - b. Schools and departments will use school-based funds to order from the PWCS warehouse.
  - c. This quality control expectation will be serviced through Supply Services, ensuring compliance with any OSHA and CDC guidelines.
  - d. Schools and departments should not order face coverings from any other source for this fall.
  - e. Review the [Required PPE by Position Listing](#) and secure any mandatory PPE.
  - f. Hand sanitizer is available from Supply Services in 16.9 oz bottles, along with half-gallon bottles of liquid hand sanitizer.
  - g. Hand sanitizer is required to be placed in or near work areas, cubicles, Kronos clocks, just inside exterior doors, just outside bathroom doors, and high traffic areas. This may include mail rooms, copiers, and kitchens which are frequently visited by multiple staff members.
  - h. Employees assigned to a workstation where job tasks require frequent interaction inside six feet with other persons shall be provided with hand sanitizer where feasible at their workstation.
  - i. Gloves, if required, are available through Supply Services.
2. Review the [Employee Attestation](#) responsibilities requiring each employee to self-monitor daily for symptoms and history of exposure to COVID-19, as described in VDH Interim Guidance for COVID -19 Daily Screening of Employees .

- a. All employees will be sent an email link prompting them to sign into the PWCS Records system and sign the [Employee Attestation](#) acknowledging agreement.
  - b. Upon clocking in and upon signing on to the PWCS network, employees will be prompted to agree with a statement affirming that they have conducted their required daily health screening.
3. Order/Create/Print and Post signage in your work environments that encourages safe work practices and social distancing requirements.
  - a. [Stop the Spread of Germs](#)
  - b. [Feeling Sick – Stay Home from Work](#)
  - c. [ARC-RIOT-Catalog for Schools](#)
  - d. [Signage](#) reminding staff to clean and disinfect common areas after use.
  - e. Ensure common areas have maximum occupancy signage and if not, contact X.
  - f. At the entrance(s) of any designated common area, common use room, or elevator, clearly post [signage](#) limiting the maximum occupancy of the space in order to ensure required social distancing and post signage reminding employees of the requirement to clean and disinfect the area after each use.
  - g. Order and install [floor signs](#) to ensure social distancing in areas where lines form (front office, etc.).
  - h. Post [Visitor Attestation](#), on exterior doors restricting access and requiring face coverings.
4. Order and install “sneeze and cough guards” where appropriate (front office, public greeting areas).
5. Designate a “quarantine area” for employees who develop COVID-19 symptoms while at work that allows quarantine until they are able to leave the worksite.
6. Review visitor protocols with front office staff.
  - a. Face coverings are required (have some available for visitors).
  - b. Visitors must complete the [Entrance Questionnaire to Office Buildings](#).
  - c. Ensure hand sanitizer is available in front offices for Visitors to use upon arrival.
7. Review [Supervisor FAQs](#) and this supervisor guide in its entirety.

## **Communicating Expectations to Your Employees About Returning Onsite**

1. Distribute the Employee [“Return to Work During COVID-19”](#) communication.
2. Ensure your employees have completed the required training and [Employee Attestation](#) in PWCS Records prior to reporting onsite for work. Employees will be sent an email with a link prompting them to sign into the PWCS Records System and complete the required training and agreement with the requirements of the Employee Attestation. This form and training can be accessed from anywhere with Internet access.

3. Ensure Employees authorized to work virtually complete the [Telework Acknowledgement](#) to continue to work from home (available in PWCS Records). “How to Guide for PWCS Records” can be accessed by clicking [here](#).
4. Review [Employee FAQs](#) regarding Return to Work.
5. Make a focused effort to build physical and emotional safety for your employees as they return onsite to work.
  - a. Focus on listening and thoughtfully framing your questions and be sure to follow up with them.
  - b. Involve the Office of Benefits and Retirement Services for support with special cases:
    - i. Employees with extreme fears
    - ii. Employees who express concerns of being at increased risk for severe illness.
    - iii. Employees whose childcare/school is not open due to COVID-19, and therefore have challenges in reporting back to work onsite.
  - c. Refer employees to resources and services through [ComPsych, the PWCS Employee Assistance Program \(EAP\)](#).

### **Guidelines for Employees While at Work**

1. Model, remind, and enforce social distancing requirements of at least 6 feet in all settings.
2. Remind employees to stay home if they are sick. [Stay Home When You are Sick](#) , [Prevent the Spread of Covid19](#)
3. Model and require use of face coverings. [VDH Face coverings](#)
4. Avoid gathering in groups when at all possible.
5. When it is possible, meet virtually. When in-person meetings are necessary, avoid large groups and follow social distancing guidelines.
6. Keep as many interior doors open as possible to limit contact with door handles and assist with cleaning efforts (making sure not to keep fire doors open)

### **Face coverings & Personal Protective Equipment**

For your own protection, as well as the protection of others, and in compliance with Executive Order Sixty-Three from the Governor of the Commonwealth of Virginia, a face covering is required for patrons at all times while entering, exiting, traveling through, and spending time inside public buildings. The Governor also directed the Department of Labor and Industry to develop emergency temporary standards to prevent workplace exposure to COVID-19. Patrons aged 10 and over entering all PWCS buildings shall wear face coverings. Children over the age of 2 are strongly encouraged, but not required, to wear face coverings.

All Prince William County Public Schools employees will be required to wear face coverings at work as follows:

1. When meeting with members of the public
2. When meeting with other staff members
3. When in classrooms where there is not certainty that six feet of distance can be maintained from other employees and students.
4. When entering, exiting, traveling through the inside of public or common areas of any PWCS building (these include but are not limited to hallways, stairwells, elevators, restrooms, lobbies, and customer service areas).
5. When walking or working in non-public departmental areas where other employees are present and a 6-foot spatial distance cannot always be maintained (these include but are not limited to common copier/printer areas, break areas, offices with more than one occupant in the single office). Employees do not have to wear face coverings in their individual cubicles or offices unless meeting with other employees.
6. When conducting outdoor PWCS work activities near others where a minimum 6-foot spatial distance cannot always be maintained
7. When operating or riding in any PWCS vehicle containing more than one person
8. Prince William County Public Schools will honor these identified exceptions for staff and patrons:
  - a. while eating and drinking;
  - b. while exercising;
  - c. for any person who has trouble breathing or otherwise unable to remove the face covering without assistance;
  - d. for any person seeking to communicate with a hearing-impaired person, for which the mouth needs to be visible; and
  - e. for any person with a health condition that keeps them from wearing a face covering.

Employees are encouraged and permitted to use their own face coverings, if the face coverings entirely cover the nose and mouth area, fit snugly, and are laundered periodically. Face coverings must be discarded when torn, have holes in them, or are excessively soiled. Please ensure that any wording/pictures/symbols on the face covering themselves adhere to our professionalism regulation.

[Details on Face Coverings](#)

### **When You Receive a COVID-19 Employee Notification**

1. Familiarize yourself and your timekeeper with the COVID-19 Employee Notification Requirements.
2. When you learn that an employee has been diagnosed as presumptive or confirmed with the Covid-19 virus, immediately send the employee home if applicable. If the employee is unable to leave immediately, have the employee remain in the designated “quarantine area” until the employee can leave.

3. Contact the employee to ensure they have left the facility and review with them their notification requirements.
  - a. Complete the [COVID-19 Employee Surveillance Form](#) supplying all relevant information.
  - b. Ensure the employee has completed the [COVID-19 Exposure Disclosure Form](#). This form is accessed in PWCS Records in the Blank Docs forms library. See the “How to Guide for PWCS Records” for instructions on accessing the form by clicking [here](#). This form will automatically route via email to the Office of Benefits and Retirement Services and to each employee’s supervisor.
  - c. Using the information provided by the employee on the COVID-19 Exposure Disclosure Form, contact each individual named on the form via their PWCS email using the [Model Announcement](#). You may not disclose or confirm the names of employees in quarantine or with a diagnosis of COVID-19 unless the employee has provided a release on the Authorized to Disclose form.
  - d. Send a notification to the community utilizing the [Sample Letter](#) from the Office of Communications Services, or work with the Office of Communications Services on communication.
  - e. For employees who do not check their email routinely, please follow-up with a phone call to remind employees to check their email.
4. Remind the employee to contact the Office of Benefits and Retirement Services and give the employee a copy of the [COVID-19 Employee Notification Requirements](#).
  - a. Should the employee choose to use leave under the Families First Coronavirus Response Act, the Office of Benefits and Retirement Services will properly designate the leave to special leave codes.
5. Inform Warren Jenkins, administrative coordinator, Custodial Operations. Mr. Jenkins can be reached at 703.791.7933 or [JenkinWD@pwcs.edu](mailto:JenkinWD@pwcs.edu). Work with your custodial staff to ensure a more comprehensive cleaning of the affected areas. Custodians are receiving advanced training in proper cleaning methods.

## **COVID-19 Employee Notification Requirements**

Because of the highly contagious nature of the COVID-19 virus, employees who fall into one of the six categories below are required to notify Prince William County Public Schools immediately so steps can be taken to protect co-workers, the community and others in the workplace. Each category includes the steps employees are required to follow.

### ***Notification Categories 1-4 (Symptoms, Disease, Testing):***

1. The employee has symptoms consistent with COVID-19, or
2. The employee’s healthcare provider suspects the employee may have COVID-19, or

3. The employee may have been referred for testing for COVID-19, or
4. The employee tested positive for COVID-19.

### Steps Employees Must Take

Employees in these categories are to:

1. Contact their supervisor and the Office of Benefits and Retirement Services;
2. Vacate the workplace immediately; and remain away from the workplace;
3. Complete a [COVID-19 Exposure Disclosure Form](#) listing any employees with whom direct contact was made (defined as individuals who were within 6 feet of the symptomatic employee for 15 minutes or more within the 48-hour period prior to the onset of symptoms through the time the employee vacated the worksite). This form is accessed in PWCS Records in the Blank Docs forms library. See the “How to Guide for PWCS Records” for instructions on accessing the form by clicking [here](#). This form will automatically route via email to the Office of Benefits and Retirement Services and to each employee’s supervisor.
4. Contact the Office of Benefits and Retirement Services to inform Prince William County Public Schools of the testing referral and result when received (if applicable).

Employees who are able to telework may be able to do so unless their symptoms prohibit them from completing work requirements. If they are not eligible for telework they may be eligible for leave under the [Families First Coronavirus Response Act](#).

The employee is expected to work with a healthcare provider for specific medical guidance and testing referral, if appropriate. The Department of Labor has suggested that employers provide flexibility with Return to Work documentation during the pandemic. Therefore, we will request that employees follow the guidelines established by the [CDC for returning to work after a diagnosis](#) of COVID-19 and *request* documentation from a physician.

### ***Notification Categories 5 - 6 (Exposure or Travel):***

5. You have been exposed to an individual suspected to have COVID-19 or has tested positive for COVID-19, or
6. You have recently traveled to an area with widespread community transmission of COVID-19.

### Steps the Employee Must Take

Employees in these categories are to:

1. Contact their supervisor and the Office of Benefits and Retirement Services to inform PWCS of their potential exposure;

2. Vacate the workplace immediately; remain away from the workplace and quarantine themselves for a minimum of fourteen days after exposure based on the time it takes to develop illness.
3. Should illness develop, follow the steps in Notification Categories 1-4 above.

Employees who are able to telework may be able to do so unless their symptoms prohibit them from completing work requirements. Employees who were quarantined due to exposure from another person may return to work after 14 days quarantine, if they do not experience any symptoms of COVID-19. Paid sick leave may be available to these employees through the [Families First Coronavirus Response Act](#).

However, if the employee experiences any symptoms consistent with COVID-19, the employee should immediately notify his/her supervisor and the Office of Benefits and Retirement Services and seek medical guidance from a healthcare provider.

Employees who travel to an area with widespread community transmission of COVID-19 must notify their supervisor to create a re-entry plan to the workplace.

Employees who travel outside of the region will be handled on a case-by-case basis and should refer to the VDH and CDC travel guidelines and restrictions.

### **Absences and Pay**

Refer employees who must miss work due to COVID-19 to the Office of Benefits and Retirement Services for information regarding availability of paid sick leave under the [Families First Coronavirus Response Act](#) and to complete applicable forms. ([English](#), [Spanish](#))

### **Concerns**

If you have any concerns about information outlined in this document, contact your supervisor, the Office of Benefits and Retirement Services, or the Department of Human Resources.