

Safety and Health Procedures to Prevent the Spread of COVID-19

July 2020

To All Newhall School District Employees:

There is currently no vaccine to prevent the COVID-19 infection. The best way to prevent infection is to avoid being exposed to this virus. Safety and health procedures to help prevent the spread of COVID-19 include:

- Stay home if you are sick, except to get medical care.
- Practice social distancing by maintaining a distance of approximately 6 feet from others.
- Frequently wash hands with soap and water for at least 20 seconds.
 - Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Place used tissues in a waste basket.
- Clean and disinfect frequently touched objects and surfaces, such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Avoid close contact with people who are sick.
- Pursuant to CDC recommendations, wear facial coverings and masks to help prevent the spread of the disease to others.
- Notify your supervisor if you experience symptoms of acute respiratory illness (i.e., cough, shortness of breath, fever of 100.4°F or higher) so you can be separated from other employees and be sent home immediately.

The Families First Coronavirus Response Act (H.R. 6201), effective from April 1, 2020 to December 31, 2020, will provide paid emergency family leave in limited circumstances, as well as paid sick leave for people affected by COVID-19.

The ADA permits employers to make disability-related inquiries and conduct medical exams if job-related and consistent with business necessity. Inquiries and reliable medical exams meet this standard if it is necessary to exclude employees with a medical condition that would pose a direct threat to health or safety. As such, NSD may conduct temperature checks and ask questions about symptoms (or require self-reporting) of all those entering the workplace.

Acknowledgement

I acknowledge that I have read NSD's safety and health procedures to prevent the spread of COVID-19. I understood it and agree to comply with these procedures. I further acknowledge that I understand that it is my responsibility to be familiar with it and abide by these terms.

Print Name

Date

Signature