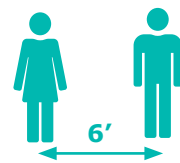


SUMMER RETURN

EMPLOYEE STANDARDS

JUNE-JULY 2020



PREVENTION

Know and understand how the virus spreads, and how you can prevent it.

- **Review CDC guidelines** <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>
- **Stay at home** if you are sick. <https://www.coronavirus.kdheks.gov/224/What-to-do-if-you-think-youre-sick>
- **Cover** coughs and sneezes.
- **Keep fingers away** from your eyes, nose and mouth.
- **Wash your hands** often and [correctly](#).

SOCIAL DISTANCING

Practice **social distancing!**

- Stay 6 feet away from others as a normal practice.
- Eliminate physical contact with others, such as shaking hands or embracing coworkers, visitors or friends.
- Avoiding touching surfaces touched by others.

PPE

Employees will be **required to wear masks:**

- In public areas such as shared areas (hallways, break rooms, restrooms).
- When entering a WPS building (mask may be removed once employee is in an isolated area).
- In common areas with two or more people working closely together and are not able to practice social distancing.
- In a vehicle occupied by more than one person (no more than two people per vehicle).
- In any situation that causes staff to work in close proximity (less than 6 feet) of another staff member.

Employees may wear a personal mask; one will also be provided.

ENHANCED CLEANING

Clean and disinfect frequently touched surfaces and your work space daily.

- Self-clean the work space multiple times during the shift with special attention to the most used surfaces such as keyboards, monitors, chair arm rest, desks, telephones and cubicle dividers, among others
- Discourage using each other's phones, desks, offices, or other work tools and equipment, when possible.

DAILY SELF-SCREENING

Complete a **daily COVID-19 screening** assessment prior to reporting to worksite.

- Three-question screening instrument will be used. See www.usd259.org/wpsreturn for questions.
- Signage will be posted at entryways to district facilities.
- **If yes to any of the questions**, employees should stay home from work and follow normal absence reporting procedures. If symptoms are related to COVID-19, contact Human Resources at 973-4605.

TRAVEL

Comply with current [KDHE travel and self-quarantine](#) guidelines.

<https://www.coronavirus.kdheks.gov/175/Travel-Exposure-Related-Isolation-Quaran>

TIME & LEAVE REPORTING

For the period June 1-July 17:

1. The District will move to its 4 day, 10 hours/day schedule. Through July 17, visitors to departments at the administrative buildings need to call respective departments to make an appointment.
2. Normal vacation and temporary leave reporting resumes June 1 through the appropriate leave reporting system.
3. All supervisors will determine allowable methods of work and any flexible scheduling.
4. All employees will be required to work the total hours within their normal work week.
5. Hourly employees will begin clocking again on June 1, using either the time clock or the web clock. Web clock functionality will be opened for all employees during this time frame. Employees are required to use provided hand sanitizer after using the time clock.
6. For any summer programs, hourly employees will use the time clock or web clock; rosters will be used for teachers.
7. Specific department questions should be directed to individuals' supervisors.
8. Any employee who is sick or fails a daily screening test should not report to work and use available temporary leave.
9. Any employee who is sick due to diagnosed COVID-19, is experiencing symptoms of COVID-19 and is seeking a medical diagnosis, has been advised to quarantine or cannot report for regular duties due to a COVID-19 related reason should contact Human Resources at 973-4605 or email employeebenefits@usd259.net. **This includes anyone who has previously claimed a COVID exception –you will need to refile your claim.**

Visit www.usd259.org/WPSreturn for all the details.