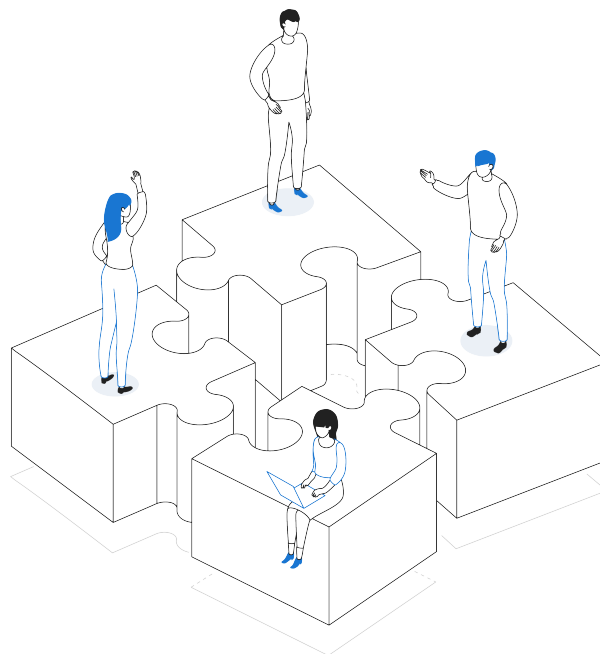


Return-to-Work: Guide for Employees



Welcome back!

As we return to work and begin this “new normal” in Eugene School District 4J, we understand that many employees are concerned about safety as well as the changes to district policies and procedures that we have implemented. We want every employee to be assured that we are taking your concerns and the well-being of our employees seriously.

Collectively, we need to learn new things, learn to think differently, and most importantly all take actions to keep each other healthy to support the district’s mission of educating students.

What we are doing:

- All buildings will have a single point of entry. Badge access will be limited to the designated entrance.
- Employees will sign-in and sign-out everyday on *Site Check In and Out Log* to meet contact tracing requirements, and conduct a self-check related to COVID-19 symptoms and possible exposure.
- Common areas and frequently touched surfaces are being cleaned daily. Cleaning supplies will be available, and employees are encouraged to clean and disinfect their own workspaces throughout the workday.
- Hand sanitizer is provided throughout the building.
- Work schedules have been modified to meet physical distancing guidelines and to reduce the number of people in the building at one time.
- Workspace layouts and seating arrangements may be revised to allow for physical distancing.
- Meeting rooms, break rooms and other common areas will have reduced seating to ensure physical distancing guidelines.
- Buildings are closed to non-essential visitors until further notice. All essential visitors must have a pre-arranged meeting.
- Each building will have a designated Physical Distancing Site Coordinator.



What you need to do:

- Stay home or go home if you are sick. Notify your supervisor/administrator
- Maintain physical distancing practices in the workplace (6 feet).
- Use district provided cleaning products and follow instructions when cleaning your work areas.
- Wash your hands frequently and use hand sanitizer.
- After using the staff bathroom, follow the cleaning directions provided by Facilities.
- School based personnel are not to use student bathrooms.
- Cover your nose and mouth when sneezing or coughing.
- Avoid touching your face.
- Wear a face covering in all common areas and anytime physical distancing can't be maintained.
- Avoid using other employees' phones, desks, offices, supplies or other work tools and equipment, when possible.
- Talk to your supervisor, or the Physical Distancing Site Coordinator if you have any concerns or issues regarding safety measures or physical distancing guidelines.
- Follow all district policies and practices and ask supervisor for any clarification.
- Be kind. Understand that this is a stressful time for everyone, and an extra bit of kindness right now can go a long way.



Frequently Asked Questions



Is it safe to return to work?

We are taking every precaution to ensure our workplace is safe. We are following guidelines provided by Oregon Department of Education as well as health and safety guidance from the Oregon Health Authority, Lane County Public Health and the Centers for Disease Control. We are implementing physical distancing practices, limiting work site access to employees only (and students) and adjusting work schedules to keep our workplace healthy.



Can I continue to work from home?

With the start of the 2020/21 school year, employees are expected to transition back to their assigned work locations and adhere to work schedules and work configurations established by their department(s) or school(s). If an employee is unable to return to their assigned work location or believes they may qualify for workplace accommodations, please contact HR at hr_ada@4j.lane.edu. All telework requests initiated by an employee must be processed through Human Resources.

Frequently Asked Questions, cont.



Do I have to answer medical questions when reporting to work?

Yes. All employees and visitors are required to answer questions related to COVID-19 like symptoms and exposure upon entry to a district site. Employees or visitors who refuse to answer health screening questions or confirm they are experiencing COVID-19 like symptoms will not be permitted entry to the building. Dependent on the circumstances, employees who refuse to comply with district safety protocols may be subject to disciplinary action. Please review collective bargaining agreements, district policy and administrative rules regarding use of paid and unpaid leave for absences.



How will staggered work shifts impact me?

We may adjust work schedules to reduce the number of people coming and going at any particular time. For example, instead of everyone starting the day and entering the building at the same time, we may have some employees start and end their day a bit earlier or later than their traditional hours. Your supervisor/administrator will meet with you to discuss a schedule that works for your assignment/department.

Frequently Asked Questions, cont.



Do I have to wear a face covering at work?

Yes. Face coverings, worn over your mouth and nose, are required upon entry to your work site, when completing the sign in/out process and when working and moving about in common areas. You are not required to wear a face covering when working privately in an office or classroom. However, when working with colleagues, a face covering must be worn if the 6' physical distancing requirement cannot be met. If another employee asks you to wear a face covering while interacting at a distance greater than 6 feet apart, you are encouraged to follow their reasonable request. Employees may choose to wear a face covering at all times if they so desire. Employees with medical conditions limiting the use of a face covering should contact Human Resources at hr_ada@4j.lane.edu.



What should I do if I feel sick?

If you feel sick, with any flu like symptoms (COVID related) you are expected to notify your supervisor/administrator immediately, and not report to work. If you are already at work and begin feeling sick, you should notify your supervisor/administrator and go home immediately. Employees can utilize sick leave and/or other available and appropriate paid leave. Contact Human Resources for more information on available options.

Frequently Asked Questions, cont.



How will positive cases of COVID-19 be handled in the workplace?

Despite all precautionary measures, there is always a risk of workplace exposure to communicable diseases. Should an employee contract COVID-19 and expose others in the district we will follow the recommendations of Lane County Public Health on an appropriate communication strategy for notifying employees, families and others as needed for preventing the spread of illness. Employees who have been identified as a close contact (within 6 feet for at least 15 minutes) will be sent home and contacted with additional information. A thorough cleaning of the workspace used by the infected individual will be conducted after the area has been closed off for at least 24 hours.



Will we continue to have in-person meetings?

In order to promote physical distancing in the workplace, some meetings will need to be restructured. You may be asked to attend an in-person meeting with limited attendees in a space that is large enough to allow for distancing between participants. In addition, some meetings will include a virtual option for employees to participate from their personal workspace. The meeting organizer and your supervisor/administrator can provide you with guidance specific to your role.

In the months to come, we will continually be monitoring the pandemic circumstances and will evaluate our policies and procedures to make necessary changes to keep our schools safe for staff and students. As you have questions or needs, communicate those to your supervisor, the Site Social Distancing Coordinator or Human Resources.

Questions?

Resources

- [Oregon Department of Education](#)
- [Oregon Health Authority](#)
- [Lane County Public Health](#)
- [Center for Disease Control: COVID-19](#)
- Applicable District Policies, Administrative Rules and Procedures:
 - Board Policy JHCC, and Administrative Rule JHCC-AR – Communicable Diseases-Students
 - Board Policy GBEB, and Administrative Rule GBEB-AR – Communicable Diseases-Staff
 - Board Policy EBC/EBCA – Emergency Procedures and Disaster Plan
 - Eugene School District 4J – Physical Distancing and Work Environment Requirements
 - Eugene School District 4J – Known or Suspected COVID-19 Disinfectant Protocols
 - Eugene School District 4J – Infection Prevention Cleaning and Disinfection Protocols

We know we are all dealing with big changes. On behalf of all your colleagues, thank you for doing your part to keep yourself and others safe and healthy!