



Quakertown Community School District

Office of Human Resources

District Services Center

QCSD Coronavirus Essential Employee Safety Protocol

Quakertown Community School District wants all employees to Stay Calm, Stay Home, and Stay Safe, recognizing that some essential functions still need to be performed. The health and safety of our employees is important to us, so the following protocols are **mandatory** and effective immediately.

Until further notice, all QCSD facilities are locked down for all staff unless you are notified by your supervisor that you are deemed essential, and are required to report to a district building. If you have been deemed an "Essential Employee" you received a letter from Dr. Harner to provide you with notice and to authorize you to gain access to one or more of our buildings **as directed by your supervisor** in order to perform a critical job function.

Any staff deemed essential who are required to enter the building **must at all times while on site**:

1. Wear proper Personal Protective Equipment (facial mask and gloves) **and**
2. Adhere to strict social distancing guidelines requiring individuals to maintain a minimum separation of six feet from each other. This includes contact with members of the public who may be dropping off or picking up food or computers or other items. Your supervisor will advise you of strategies to transfer laptops/food or other items using remote methods that do not violate this protocol.
3. You must wash your hands or use hand sanitizer prior to and immediately after leaving the work site.

These mandatory District protocols will be in place until further notice.

In addition, essential personnel **must** adhere to the following:

- You may enter the building for which you have been granted access only for the hours as scheduled or directed by your supervisor. You may not access the building at any other time.
- ALL access into the building will occur through a single entrance, as specified by your supervisor.
- No personal items (other than those required to do your work) may be brought into the building. Please limit the number of business belongings you are bringing into the building to those strictly needed to do your work on that day.
- Upon entering your building, you will complete a sign in sheet and answer the following questions. If you answer yes to any of these questions, you (or your staff) will be denied entry into the building and must leave immediately. This is out of an abundance of caution to prevent

the spread of germs. If you know the answer to any of these questions will be yes, **STAY HOME**. The questions are (please circle response):

- Do you have a cough? Yes or NO
 - Do you have a fever, or have you had a fever in the last 72 hours? (you must take your temperature before reporting to work each day. Yes or NO
 - Do you have shortness of breath or pain in the chest or back? Yes or NO
 - Have you, or anyone you are in direct contact with, traveled internationally or to the states of NJ, NY, CA or WA within the past 3 weeks? Yes or NO
 - Have you been exposed to anyone that has been diagnosed with COVID-19 or anyone that has been exposed to another person with COVID-19? Yes or NO
- The main goal is to limit the number of people entering the building and to limit their contact with other people. If you have ANY level of emergency while in the building, do not hesitate to call 911.
 - While you are in the building, list the areas you go and what equipment/ surfaces you came in contact with on the tracking sheet provided so that those areas/equipment can be resanitized once you leave the building. You will be provided sanitizing wipes to do a quick wipe down of any areas where you touched. Turn the tracking sheet in when you leave the building so a more thorough sanitizing can be completed by facilities.

Please contact Anita Kaseman, Benefits Manager (akaseman@qcsd.org) for additional information if you have been required by a physician to isolate/quarantine as a result of being exposed to COVID-19 or if you have tested positive for COVID-19.

Again, if you are experiencing any symptoms of COVID-19, or if you are feeling unwell in general, **stay home and do not report to work**.

We appreciate your understanding and cooperation in following these **mandatory** guidelines. These protocols are in place to ensure your safety to the best of our ability.

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Please sign below indicating you have read the terms outlined above and that you have answered the questions truthfully.

Name: _____ Date: _____

Building Entered: _____