

## Guidance for Employers from Governor Holcomb Orders May, 1, 2020

### A. Employees work schedules:

*Anyone age 65 or older can discuss with the supervisor about working from home.*

*Anyone with doctor's orders can discuss with the supervisor about working from home.*

- 1) All Teachers are working from home and coming into their classrooms as needed.
- 2) Administrators will return to normal hours on May 11, 2020 to begin end-of -the-year duties.
- 3) All 12-month employees will return to normal hours by May 11, 2020 and follow guidelines B-H (below).
- 4) All 10 Month Hourly employees will return to normal hours by May 11, 2020 and report to the supervisor to assist in various corporation tasks assigned by supervisors. Employees will work normal hours until May 29th or June 11 for building secretaries and ECA treasurer. All will follow guidelines B-H below.

B. Each employee should do a self-assessment each day in order to check if they have any COVID-19 type symptoms (fever, cough or shortness of breath). If symptoms appear, report symptoms to the supervisor for them to explain sick-leave policy.

C. Sick employees should stay home until they are free of fever (without the use of medication) for at least 72 hours (three full days) and symptoms have improved for at least 72 hours and at least seven days have passed since symptoms first began. Report positive COVID 19 test to supervisor.

D. Employees who appear to have acute respiratory illness symptoms at work need to separate themselves from other employees and leave for home immediately. Call supervisor once separated from other employees. Return to work once recovered (see C above).

E. Use cough and sneeze etiquette (into the sleeve or elbow, not hands), practice 20 second hand hygiene with soap and water and/or hand sanitizer, and properly disposal of disposable tissues. Use disposable tissues and hand sanitizer to enhance the cleaning in areas you have touched such as workstations, countertops, railings, door handles, and doorknobs. No shaking of hands.

F. Custodians have and will continue to perform enhanced environmental cleaning of commonly touched surfaces, such as workstations, countertops, railings, door handles, and doorknobs.

G. Practice Social Distancing by maintaining at least six feet from other individuals.

H. Face masks are recommended/optional.