

Campbell Christian Schools
Social Distancing Protocol
Protecting Our Employees During COVID-19
8/25/2020

The health and safety of our employees, their families, and our school community is a top priority. To reduce the spread of the COVID-19 virus, CCS employees should follow this guidance:

***Health Check:** All staff will do a wellness check before entering the building. When you arrive on campus, please have your temperature checked in the school office. (Enter through the main office doors.) One staff member will be allowed in the office lobby at a time.

Preschool teachers - Upon arrival, please stop by the Infant/Toddler check-in table by Room 101 to have your temperature read. Temperature checks will occur twice daily.

The CDC states that a fever for COVID-19 purposes is any temperature at 100 degrees Fahrenheit/38 degrees Celsius or higher.

***Face Coverings:** All staff should wear a face covering (mask) while working on campus. A mask will be provided if you do not have one. Face coverings may be removed while eating in which case they should still keep their face covering with them to put back on when done. Face coverings are not required for anyone if it is medically inadvisable for a person to wear one. Staff that are not exempt from this cannot be assigned with close contact duties with the students.

- **Elementary and Junior High Teachers** will wear face coverings at all times on campus unless eating or actively exercising in which case they should still keep their face covering with them to place back on when done. Teachers will wear face coverings even when speaking and giving instructions, because speaking is one of the key times when people spread respiratory droplets. The school will provide face coverings with a clear plastic barrier for students to view the teacher's mouth when this is needed, but will only remove a face covering when eating or actively exercising as stated above.

-**Preschool teachers** must wear a face covering (mask) while working with the children.

***Social Distancing:** Please adhere to social distancing practices – remain 6 ft. apart from others. Do not enter the school office lobby if someone is there already. Please wait outside on the designated X until they exit. Do not congregate with other staff members in the teacher's lounge or classrooms.

***Hand Washing:** Wash your hands with soap and water often and use hand sanitizer located around the facility. Hand sanitizer will be available at building entrances as well as in classrooms.

***Cleaning Supplies:** We are all in this together. Please let us know if you do not have items such as hand sanitizer, face coverings, or supplies to ensure you and our community are safe while on campus.

***Preschool Kitchen/ Office Kitchen/ Teachers Lounge:** Teachers are not permitted in the Preschool Kitchen. Microwaves / coffee pots / hot water / ice machines will not be available at this time to prevent unnecessary contact. Teachers may not store their lunches in the Preschool Kitchen. Please plan accordingly. The Teachers Lounge will not be available. Congregating in social areas and sharing food, drink, or personal items is strongly discouraged and not permitted during this time.

***Copy machines(office and resource room):** Before and after use of the copy machine, please wipe down the contact areas with a sanitation wipe. Let the office know if cleaning supplies are missing or running low so we can ensure safe operation.

***Not Feeling Well?:**

- Please stay home and rest.
- Contact your health care provider if you have COVID-19 symptoms such as: Fever or chills, cough, loss of taste or smell, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, sore throat, nausea, vomiting, or diarrhea.
- For more information about COVID-19 symptoms and how to prevent the spread of the virus, please refer to the CDC guidelines at:
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

- COVID-19 Testing locations can be found at
<https://www.sccgov.org/sites/covid19/Pages/covid19-testing.aspx>
- Contact your director/manager if you test positive for the virus or if you live with someone who has been diagnosed with COVID-19. You will be advised when it is safe to return to work based on the Santa Clara County Health Department guidelines.
<https://www.sccgov.org/sites/covid19/Pages/learn-what-to-do.aspx#positiveCoV>

***Testing:** Campbell Christian School will be providing testing monthly for every staff member on site through a third party contractor or if requested earlier through Kaiser Permanente with time off for testing.

***Informing Community About Congregating Around Campus:** Please politely inform parents or community members about social distancing while on campus and gently remind parents, family members, and visitors to check-in at the office so we can limit community interaction around and inside our buildings.

***Common Responsibilities:** It is the responsibility of every staff member to be diligent in reporting any concerns, procedures, and protections necessary while on campus to the administration. We will work to assess the concern(s) with the health department guidelines and provide a response if needed. The County of Santa Clara Office of Labor Standards Enforcement is available at 1-866-870-7725 to report any deficiencies in compliance with protocol requirements.

Thank you for your commitment to Campbell Christian Schools! We are CCS strong!

Certification

I affirm that I have received a copy of this protocol and training links and will adhere to this social distancing protocol.

Printed Name

Date

Signature