



Santee School District

SCHOOLS:

Cajon Park
Carlton Hills
Carlton Oaks
Chet F. Harritt STEAM
Hill Creek
Pepper Drive
PRIDE Academy
at Prospect Avenue
Rio Seco
Sycamore Canyon
Alternative
Success Program

MEMORANDUM

August 26, 2020

TO : All Staff

FROM: Karl Christensen, Assistant Superintendent Business Services

RE: Health and Safety Protocols

The purpose of this memo is to inform and remind you of several important elements of the District's SAFE AT SCHOOL Reopening Plan which every employee is responsible for knowing and following.

1) SYMPTOM CHECKS

It is MANDATORY for each employee to monitor their temperature and symptoms on a daily basis. You can choose to either do this at home before traveling to work or when first arriving at work.

If you have/had any of the conditions listed in a, b or c below within the last 24 hours, or someone living in your household has/had any of the symptoms listed in a or b within the last 24 hours, you MUST immediately notify your supervisor and either stay at home or go home:

- a. Temperature above 100.0 degrees
- b. COVID-19 symptoms that are not explainable by other known conditions, such as allergies:
 - i. Chills
 - ii. Cough
 - iii. Shortness of breath
 - iv. Difficulty breathing
 - v. Excessive fatigue
 - vi. Headache
 - vii. Muscle or body aches
 - viii. New loss of taste or smell
 - ix. Sore Throat
 - x. Congestion
 - xi. Runny nose
 - xii. Nausea
 - xiii. Vomiting
 - xiv. Diarrhea
- c. You have been in close contact (less than 6 feet for more than 15 consecutive minutes) with someone diagnosed with COVID-19 within the last 14 days

Effective September 3, 2020, you must record your daily temperature and symptom check in the online Ident-A-Kid system. Below are the instructions:

- a. Access the system by doing the following:
 - i. Obtain the URL or QR code from the school office

BOARD OF EDUCATION · Dustin Burns, Dianne El-Hajj, Ken Fox, Elana Levens-Craig, Barbara Ryan
DISTRICT SUPERINTENDENT · Kristin Baranski, Ed.D.

1. Use a smartphone to scan the QR code for your school (will need a QR Reader APP installed); OR
 2. Enter your school's URL into the web browser of a computer, IPAD, or smartphone and press enter
- b. Click CHECK-IN
 - c. Click STAFF
 - d. Enter your First and Last Name
 - e. Click the green, right pointer
 - f. Click CONTINUE when prompted to answer the 3 health questions
 - g. Answer YES or NO to the following questions:
 - i. Q1: Have you had 1 or more of the following symptoms? Fever > 100.0 – Chills – Cough – Nasal Congestion – Runny Nose – Sore Throat – Diarrhea – Nausea – Vomit
 - ii. Q2: Have you had 1 or more of the following? Shortness of Breath – Excessive Fatigue – Headache – Muscle or Body Ache – New Loss of Taste Or Smell
 - iii. Q3: Have you been exposed to someone diagnosed with COVID-19 in the past 14 days?
 - h. Click the green, right pointer when presented with a summary of your answers
 - i. **If you answered YES to any of the 3 questions, call or see your supervisor IMMEDIATELY to obtain further instructions**

If you are at home due to having a temperature or other COVID-19 symptoms, you must stay at home until you meet the following criteria:

- a. 24 hours with no fever without the aid of medications; AND
- b. Respiratory symptoms have steadily improved (e.g. cough, shortness of breath); AND
- c. 10 days have elapsed since symptoms first appeared; OR
- d. A doctor has released the individual to return to school/work; OR
- e. If individual tests negative with viral test, may return 72 hours after symptoms resolve

2) FACIAL COVERINGS AND PROTECTION

Unless exempted by a doctor's orders, it is EXPECTED that each employee will wear a facemask (disposable or cloth) over their nose and mouth while on District/school property when they are not in their primary work location and at least 6 feet from others.

Since your opinions may likely differ from your fellow staff members on the use of, and need for, facemasks; it is best to view this as a common workplace courtesy. A facemask is not as much about your protection as it is about the protection and comfort of your colleagues. When you are less than 6 feet from others, or it is possible you will cross paths with someone else as you traverse the hallways, pathways, buildings, or grounds, please wear your facemask. If you are working outside and are at least 6 feet from others, you can take your facemask off but be ready to put it on if you will be interacting with someone. By working together and looking out for each other, we can all be safe.

It is also important that each employee refrain from touching any part of his or her face -- especially the nose, mouth, and eyes -- with their bare hands. Instead, use a clean tissue to do so.

3) **HAND CLEANSING/SANITIZING**

Regular handwashing with soap and water for 20 seconds is a great practice for stopping the spread of germs and viruses. Be sure to get between fingers and the back of your hands as well as the palms. If handwashing is not practical, applying hand sanitizer and rubbing it on the palms, between fingers, and back of your hands until dry is the next best option. The Reopening Logistics Planning Team recommends that each employee wash their hands or hand sanitize at the following times/intervals:

- a. HOME: Arriving At and Leaving Home
- b. WORK: Arriving At and Leaving Work Site
- c. RESTROOM: Before and After Using Restroom
- d. TISSUE: After Blowing Nose with Clean Tissue and Throwing it Away
- e. EAT: Before and After Eating Food
- f. EVERY 60 MINUTES: Each 60 minute increment

4) **SOCIAL DISTANCING AND GROUPING AVOIDANCE**

As much as possible and practicable, maintain at least a 6 foot distance from others and avoid congregating or grouping.

5) **SAFE AT SCHOOL Reopening Plan**

- a. ALL EMPLOYEES are responsible for knowing and following the protocols and procedures contained in the SAFE AT SCHOOL Reopening Plan. To access the most current version of the plan, visit the District's home page at www.santeesd.net and scroll down to the link for the SAFE AT SCHOOL Reopening Plan.
- b. ALL STAFF should be familiar with the following sections:
 - i. Section 6: Health and Safety Protocols
 - ii. Section 8: Campus Services
 - iii. Section 14: Cleaning/Sanitizing/Stocking/HVAC Protocols – sub-section a. Staff Layer
- c. In addition, the following types of employees will also want to be familiar with certain other sections:
 - i. Teachers and Other Certificated Service Providers
 - 1. Section 2: Instructional Schedule and Delivery
 - 2. Section 5: On Campus Traffic Flow and Grouping
 - 3. Section 7: Learning Space Configuration, Environment, and Instruction
 - ii. Transportation Staff
 - 1. Section 3: Transportation
 - iii. Child Nutrition Staff
 - 1. Section 10: Food Service
 - iv. Out of School Time Staff
 - 1. Section 12: Support Programs
 - v. Custodians
 - 1. Section 14: Cleaning/Sanitization/Stocking/HVAC Protocols