



Dates to Remember

August 10, 2020

Teacher Staff Development Week

August 17, 2020

Instruction Begins

September 18, 2020

Target Solutions staff mandatory training deadline

Immunizations

Immunization requirements have not changed and Health Services will be working to ensure that all students have their required immunizations

Employee Leave Information

Please work with your supervisor and HR regarding employee leaves due to Covid-19. You may qualify for the Family First Corona Virus Act leave. Links to resources are below:

<https://www.labor.ca.gov/coronavirus2019/#chart>

<https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave>

Welcome

In an effort to provide updated information, we will be sending staff this newsletter in an easy to read format and with the most current information regarding Covid-19 and health and safety information.

Please feel free to email re-openingschool@burbankusd.org with any feedback or suggestions for this newsletter.

Workplace Expectations

We know these have been unprecedented and challenging times for our employees and families. We want to reassure you that your safety and health are our priority and we will continue to train, monitor, and provide updates regarding health and safety practices based on public health guidelines. Although we are beginning the year with Distance Learning, certificated and classified staff will be on sites and in district buildings so we want to work together to provide a safe work environment for all. It is our expectation that employees will comply with all health and safety practices.

“We-Tip” to Report Health & Safety Concerns

BUSD has a “We-Tip” hotline where employees can report workplace safety concerns or Covid-related concerns by calling 1-800-873-7283. The report is anonymous and BUSD staff is provided a report that indicates the concern. We want employees to try and resolve any issues with their immediate supervisor and/or bargaining unit representatives, but this is another method for employees to report issues or concerns in an anonymous manner. Once the report is received, District administration will follow up and work to resolve concerns.

Home Health Checks & Screening

Before coming to work, all employees should conduct a health check and screening to ensure they have not had any **symptoms of fever, chills, cough, shortness of breath, difficulty breathing** within 10 days prior to reporting for work on school sites, district offices, facilities or any BUSD facility. If an employee has any of these symptoms they should contact their health provider for assessment and guidance. We may institute thermometer checks but that is still under negotiations. Employee screening guidelines can be found at the following link:

<http://publichealth.lacounty.gov/media/Coronavirus/docs/business/EmployeeScreening.pdf>.

Sick, Stay at Home

If an employee becomes sick at work, they should contact their health provider. School nurses are also available for assistance or consultation. The employee should then follow their Health Provider’s recommendations. Please see the LA County guidelines for isolation to prevent the spread of Covid-19. <http://publichealth.lacounty.gov/acd/ncorona2019/covidisolation/>

In addition, if an employee has had contact with a person known to be infected with Covid-19 within 14 days prior to reporting for work, then they should consult with their Health Provider. If quarantine is recommended, here is the link to LA County guidelines:

<http://publichealth.lacounty.gov/acd/ncorona2019/covidquarantine/>.

Cleaning Schedules and Information

The next newsletter will contain information regarding cleaning schedules and other facilities related updates. Morning Mist is an approved cleanser for Covid-19. Product information can be found on the facilities website. Backpack sprayers have been purchased to assist with cleaning sites. Counter shields, PPE and other supplies have been purchased by the district and will continue to be delivered to the sites.

Visitors and Vendors

Currently BUSD is limiting visitors on campus. We have reminded parents and the expectation is that most questions and information can be handled via email, phone or through remote meetings. Vendors will be given health and safety guidelines and expected to wear face coverings and limit contact with others.

*Please note that information in this document is based on LA County Department of Public Health guidelines and guidance from other governmental agencies. Information and guidance is subject to change due to changing conditions with Covid-19. In addition, before we return to in-person instruction, we will be providing more detailed information regarding health and safety plans.

<http://publichealth.lacounty.gov/media/coronavirus/>

http://publichealth.lacounty.gov/media/coronavirus/docs/protocols/Reopening_K12Schools.pdf

What is the Covid-19 Compliance Team

The Covid-19 Compliance Team is responsible for establishing and enforcing all Covid-19 safety protocols for staff, students, and parents. The team is providing guidance on workplace safety protocols, cleaning protocols, PPE supplies, updating information regarding Covid-19 and assisting with employee related concerns and questions. The team is comprised of the following staff: Debbie Kukta, Sarah Niemann, John Paramo, Peter Knapik, Stacy Cashman, Larry Cross, and Lenora Aguilera. School site teams will be comprised of an administrator, nurse, and bargaining unit representatives. School administrators will communicate to staff who is on the site Covid-19 Compliance Team.

Face Coverings

Employees are expected to wear face coverings (over nose and mouth) or a face shield with a mask if they are working on any BUSD site or facility and in contact or likely to be in contact with others. Employees who have been instructed by a medical provider that they should not wear a face covering should wear a face shield with a drape at the bottom edge to be in compliance with state directives. Exceptions include employees who are working in an office space alone or working in a cubicle alone and the walls/partitions exceed the height of the employee when standing. Concerns regarding face coverings and work spaces should first be brought to the immediate supervisor to see if the concern can be resolved. If the issue is not resolved, employees can reach out to District staff or call the We-Tip hotline at 1-800-873-7283. Face coverings should be washed daily. Employees who need a face covering can request them from the health office or administrator.

Physical Distancing

During distance learning some teachers will be choosing to work in classrooms. Classified and certificated staff will be on site (office staff, nurse/health assistants, administrators). Please maintain physical distancing at all times. Please follow your administrator's guidance so that employees can maintain 6 feet distance between work stations and so contact among employees is reduced. Breaks should be staggered to ensure physical distancing and employees should avoid gathering in areas like break rooms, rest rooms and offices. Counter shields have been delivered to sites for high traffic offices.

Hand Washing and Hand Sanitizer

Facilities will be maintaining hand washing supplies in employee restrooms. If there are any issues, please report this to the office manager and/or administrator and they can notify the custodian to replenish hand washing supplies. Hand sanitizer will be made available in main offices, staff lounges and work rooms, stairway entrances, and at building entrances.

What happens if an employee tests positive?

The Covid-19 Compliance Team is informed of positive cases and initiates the School Exposure Management Plan in conjunction with Department of Public Health directives. The team and school district will follow public health directives and notify employees regarding protocols and action steps. These would involve notification, additional screenings and disinfecting/deep cleaning. More information will be provided regarding protocols.

Visual Reminders

Signs reminding staff of health and safety protocols (PPE, hand washing, stay home if sick, and physical distancing) will be posted and continue to be posted at all sites in areas that are frequented by staff or vendors.

Trainings

Lenora Aguilera and the Health Services staff are providing principals with a short training for all staff for the week prior to school opening.