

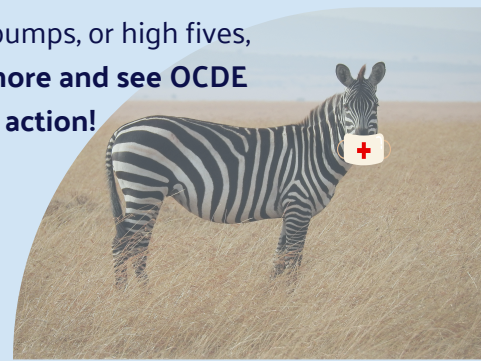
STAY SAFE, KEEP EACH OTHER SAFE

General Expectations Regarding COVID-19 Precautions at Work

All of us have a role to serve in reducing the spread of COVID-19 and protecting one another. Please read these protocols carefully, clicking through all links to learn and understand public health guidelines and OCDE protocols and expectations. Notify your supervisor, Cabinet representative, or Human Resources with questions or concerns.

1 Social/ Spatial Distancing

- Maintain at least a 6-feet distance from others whenever possible. To estimate this distance, you might picture a zebra or the width of a truck. Better yet, aim for 10 feet when possible - give yourself room for error.
- Physical distancing is to be practiced throughout the sites, in all areas where possible.
- There will be very few in-person meetings.
- Some areas will have signs to designate that foot traffic is one-directional.
- Unnecessary visits to other classes and departments are to be avoided.
- No handshakes, fist bumps, or high fives,
- **Click here to learn more and see OCDE spatial distancing in action!**



2 Face Coverings

Employees are required to wear face coverings at all times while at work, including when entering/exiting the building and moving about the work site. Masks may be removed when in alone in a room or office. Cloth face masks are provided for employees who need them, and all cloth masks must be clean. Click the image to the left to learn more about wearing face coverings.

3 Clean Hands

Wash your hands frequently by scrubbing with soap and water and then drying thoroughly. Click the 3 to the left to learn proper hand washing techniques to protect yourself. Hand sanitizer is available at work sites and should be used before and after using shared equipment, such as copiers or folders. Even if you have been working hard to keep your hands clean, you should still avoid touching your face. When you sneeze or cough, cover your mouth with a tissue and then throw the tissue away.




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Personal Work Space

Equipment and other items from your personal work area are not to be shared with others whenever possible, and should be disinfected between use when shared. Office candy and other communal food should be removed. Work sites and shared spaces are regularly cleaned by professionals. High-touch public areas are to be cleaned throughout the day. Keep your own personal work space and equipment, such as your keyboard and phone, clean. Contact your supervisor to discuss any cleaning assistance or supplies that you might need.

5 Know COVID-19 Symptoms & Pay Attention

Pay attention to your health and know your personal level of vulnerability. Consider keeping a health journal. Eat well, get enough rest, exercise, avoid contact with people who are sick, engage in activities that support your mental health, and follow all public health guidelines.

You also must watch your health closely so that if you experience COVID-19 symptoms, you will recognize them and act early. Common symptoms include **coughing, fever, difficulty breathing, and fatigue**, but many additional symptoms may be COVID-19 related. **You are required to perform a daily self assessment for symptoms so you can make an informed decision about coming to work.** It is important for you to understand the symptoms, as explained here: → 



Stay Home When You Should



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Do not come to or stay at work if you are experiencing COVID-19 symptoms, have been exposed to COVID-19, and/or have received a COVID-19 diagnosis. It is important that we are aware of all potential or confirmed employee cases of COVID-19, so if you stay home or leave work for any of these reasons, contact your healthcare provider and inform your supervisor and/or a manager in HR - call HR or email EmployeeCOVIDQuestions@ocde.us. Please understand that for the health and protection of all employees and students, you are likely to be sent home if you show symptoms.

We will work closely with you to determine next steps and will refer you to appropriate resources for your health and wellness.

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return when well

If you have been off work for a COVID-19 illness related reason, we will be happy to welcome you back when the time is right. A variety of factors may influence your ability and authorization to return, such as exposure timeline, contact tracing, test results, and/or symptom experience. Human Resources will work closely with you to identify an appropriate return date.



Please report any concerns about health and safety practices at your work site to your supervisor, Risk Management, and/or Human Resources. You are protected from retaliation for reporting any such concerns. You may call Risk Management or the HR Tip Line or email EmployeeCOVIDQuestions@ocde.us.