12-Month Employee Return-to-Work

A phased-in approach for 12-month employees to protect your health while resuming on-site or building activities

**Phase 1: June 1 - July 3, 2020**

This plan begins for 12-month employees on Monday, June 2. Please note: The District will implement its regular flex schedule starting Friday, June 8. The District will have a 10-hour a day, 4-day work week with Fridays off through July 17.

For safety, administrative offices and school buildings for now will remain closed to the public through June 30, 2020.

**Will I be working from home?**

To protect the safety and health of all employees, some employees will continue to work from home. Others will report to work occasionally or work in district buildings full time. This will depend on your job classification and the District’s needs. Your supervisor will provide details on individual expectations.

As we return to our buildings and offices, we will use the following health precautions, consistent with the St. Louis County Health guidelines

**Social Distancing & Groups**

Please keep at least six feet between yourself and others. No in-person meetings. Office capacities will be limited and heart floor decals will indicate where visitors should stand.

**Face Covering in the Workplace**

All employees will wear a cloth face covering while in building hallways or working in proximity to others. You may bring your own face covering to work or one will be provided to you. If your job requires close contact with people or multiple surfaces (e.g. custodians or receptionists), adequate personal protective equipment (PPE) will be provided for use as needed.

**Clean Hands & Work Spaces**

Clean your hands frequently. Set an alarm every 30 minutes as a reminder. Sanitize your workspaces. Avoid touching your eyes, nose and mouth.

You will be required to do a daily online personal health checklist. Your temperature will be checked upon entry into district buildings. You should NOT enter a building if, in the past 14 days, you have experienced:

- Fever (100°F or higher) Or sense of fever
- Sore Throat
- New Muscle Aches
- Unexplained Loss of Taste or Smell
- Chills
- Known Exposure to COVID-19

Please help us keep everyone well.

**Do not come to work if you are sick!**

If you have had contact with someone who is sick, please contact your supervisor immediately.