

DELANO UNION SCHOOL DISTRICT

Notice to all school sites / departments regarding COVID-19 guidelines

August 25, 2020

When on District property, all DUSD employees are expected to adhere to the following guidelines:

1. **Always wear a face covering (mask)!** Employees are directed to wear a face covering (mask) that must be worn at all times, within 6 feet of another person. Flexibility will be granted to all classified employees to take their allotted 15 minute breaks in intervals of 5 minute breaks, as needed. Practice physical distancing and do not gather in large groups or crowds. Any non-compliance should be reported to your immediate supervisor.
2. **Wash your hands often!** Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place, after blowing your nose, coughing, or sneezing, during breaks, lunch, and when moving to another work location. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.
3. **If you are sick, do not come to work!** Every employee is responsible to self-monitor and report to their supervisor if they are symptomatic (fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea) or exposed (sick family member at home with COVID-19, have had contact with someone with lab confirmed COVID-19, or visited a place where COVID-19 is spreading). Human Resources will follow up on employees who are symptomatic for COVID-19 and follow the recommended CDC guidelines.
4. **Employee temperatures; a registered temperature of 100.4 degrees or greater.** The District has placed contactless automated temperature kiosks for employees to self-check upon arrival to work. Employees with a temperature of 100.4 degrees or higher will have their temperature rechecked with another thermometer for accuracy. If the temperature is 100.4 degrees or higher with the second thermometer, then the employee will report to their supervisor and an absence will be recorded in SEMS, if needed, and Linda Hinojosa, Director of Health Services, or another Health Services team member will review temperature and follow-up with the employee.
5. **Riding two per vehicle.** Employees shall not drive district vehicles or golf carts in groups of two or more, to the extent practicable. When two or more are in a district vehicle or golf cart, a face covering (mask) must be worn at all times.