



Collier County
Public Schools



DR. MARTIN LUTHER KING, JR.
ADMINISTRATIVE CENTER

**GUIDE FOR
RETURNING TO THE
WORKPLACE**

PHASE 2

CONTENTS

Revised June 8, 2020

CONTENTS	2
GUIDING PRINCIPALS	3
WORKPLACE EXPECTATIONS.....	3
PHASED STAFFING	4
PHASE TWO	5
NOTIFICATIONS AND PROCESSES.....	5
HEALTH AND SAFETY.....	6
BEST PRACTICES	7
BEST PRACTICES	8
STAFFING OPTIONS	8
FAMILIES FIRST CORONAVIRUS RESPONSE ACT	9
MONITORING AND PREVENTION	10
SYMPTOM MONITORING REQUIREMENT	10
PERSONAL SAFETY PRACTICES	11
SPECIFIC WORKPLACE SCENARIOS	14
MENTAL AND EMOTIONAL WELL-BEING	16
APPENDIX 1	17
Q&A ON EMPLOYEE HEALTH, WELLNESS, AND BENEFITS.....	17
APPENDIX 2	20
COVID-19 RETURN TO OFFICE AGREEMENT	20
APPENDIX 3	21
COVID-19 ADVISORY AND RELEASE FORM	21
APPENDIX 4	22
COVID-19 EMPLOYEE HEALTH SCREENER	22
APPENDIX 5	23
PHASE 1 CHART	23

GUIDING PRINCIPALS

Collier County Public Schools' (CCPS) policies and protocols for responding to the COVID-19 pandemic will be rooted in safety for our employees, students, and for the public with which we interact.

The primary goals for the CCPS response to the COVID-19 pandemic are to protect public health and continue our vital mission of providing exceptional educational opportunities that motivate and engage each student.

CCPS plans will be aligned to and consistent with local orders and ordinances of the City of Naples and Collier County, as well as the State of Florida's phased reopening model. CCPS plans will also follow recommendations from the federal government (Opening Guidelines), Centers for Disease Control and Prevention (CDC), and the Florida Department of Public Health.

Our knowledge and understanding of the COVID-19 virus continues to evolve, and our protocols and plans will be updated as more information becomes available.

WORKPLACE EXPECTATIONS

All staff are expected to fully comply with the policies, protocols, and guidelines outlined in this document. Failure to do so may result in corrective action or retraining.



PHASED STAFFING

CCPS will phase in a return of employees over time in a coordinated process to ensure appropriate social distancing and availability of necessary cleaning and hygiene products as outlined CDC guidelines. CCPS will assess expanded staffing based on mission-critical operations, ability to control and manage specific work environments, and necessity to access on-site resources. These decisions, once approved, will be communicated through your direct supervisor.

The need to reduce the number of people at the Dr. Martin Luther King, Jr. Administrative Center to meet social distancing requirements may continue for some time. Employees that can continue to effectively work remotely will likely continue to do so until restrictions are eased for larger gatherings.

Expanded staffing will be tightly controlled and coordinated to mitigate potential risks and ensure the safety of employees, as well as the communities we serve. No department should increase staffing levels beyond current needs to support critical on-site operations without approval from the Superintendent. Once decisions to expand on-site staffing in certain areas have been made, employees should follow the policies and protocols detailed in this guide for returning to work at the Dr. Martin Luther King, Jr. Administrative Center.

As staffing on-site increases and operations expand, officials will closely monitor and assess the potential spread of the virus, as well as existing protocols to mitigate it. If localized outbreaks emerge, tighter restrictions and reduced staffing may need to be implemented again.

PHASE 1

CCPS implemented Phase One on March 23, 2020.
(refer to Appendix 5 for Phase One Chart)

PHASE 2

Phase Two implementation will begin on June 8, 2020.
(see next section for Phase Two Chart)

PHASE 3

While District administrators are planning for Phase Three, we do not have a timeline for entering that phase at this time. Furthermore, in the event that circumstances cause an increase in COVID-19 cases CCPS will respond accordingly based on local health department, Florida Department of Education, and/or CDC guidelines.

PHASE TWO

NOTIFICATIONS AND PROCESSES

FOCUS ON ENTRY	<p>District remains focused on the safety of employees. Phase Two will focus on the re-entry of our most “essential workforce” as much as possible</p> <ul style="list-style-type: none"> • Continue to evaluate phases and prepare for Phase Three
STAFFING	<ul style="list-style-type: none"> • Continue virtual hiring practices • Continue virtual onboarding practices • Fingerprinting by appointment only
LEAVE POLICIES	<ul style="list-style-type: none"> • Review and revise leave policies if necessary • Full implementation of the Families First Coronavirus Response Act (FFCRA) for employees who are unable to work from home • Vacation rollovers in full implementation; acknowledgement memo developed by Finance and provided to all those who have over the allowable vacation hours • All employees have access to and have an understanding of all leave policies that may apply to them at this time • Benefits FAQ posted to the staff website • Encourage employees over 65 or with suppressed immune systems to work from home, but if they choose to return they will be required to complete and obtain supervisor signature on the COVID Advisory and Release form
SUPPORT	<ul style="list-style-type: none"> • Evaluate childcare programs and the need to support the re-entry of employees
NON-ESSENTIAL WORK TRAVEL	<ul style="list-style-type: none"> • Non-essential work travel remains cancelled
FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA)	<ul style="list-style-type: none"> • Post the Families First Coronavirus Response Act (FFCRA) poster in a visible place • Where employees will remain working from home, post to CCPS main website
SAFE SCHOOLS TRAINING	<ul style="list-style-type: none"> • Employees required to complete Safe Schools Training on <i>Cleaning and Sanitizing in the Workplace</i> and <i>CDC Guidelines for Making and Using Cloth Face Coverings</i> before returning to the worksite

HEALTH AND SAFETY

FLEXIBILITY	<ul style="list-style-type: none"> • Department/division leaders received the Phase Two Employee Re-Entry plan spreadsheet and will review the employee list and floor plan of their departments in anticipation of employee return in groups <ul style="list-style-type: none"> ○ Cohort A – Monday/Tuesday ○ Cohort B – Wednesday/Thursday ○ Every day “Mission Critical” employees • Work from Home – due to childcare, health, or to continue the work of the District. Those that must work from home are able to do so without interruption of their normal workflow. For those employees whose jobs depend solely on tasks associated with onsite work and to ensure the work of the department continues uninterrupted, relevant tasks from others within the department/division may be shifted to them. Professional learning will no longer be an option at home • Video call through WebEx for all meetings as much as possible to limit exposure
WORKSITE EXPECTATIONS	<ul style="list-style-type: none"> • Provide a Re-entry Plan/Manual for employees returning to the Dr. Martin Luther King, Jr. Administrative Center
EMPLOYEE WELLNESS	<ul style="list-style-type: none"> • Ensure that all employees who are currently ill or have contact with an ill family member stay home (follow CDC recommendations) • Contact Benefits Office if leave is needed
CDC RECOMMENDATIONS	<ul style="list-style-type: none"> • Promote and train on safe social distancing in the workplace by encouraging employees to remain at least 6 feet away from each other • Email, message, call, or video call rather than meeting face-to-face • Clean computer equipment, desktops, phones, and workstations often • Provide hand sanitizer, cleaning supplies, and require facemasks or face coverings (in common workplaces) • Make sure there are enough materials to replenish supplies as usage will increase (30-day supply required)

BEST PRACTICES

MONITOR	<ul style="list-style-type: none"> Continue to monitor any local public health or other orders related to COVID-19 that may affect our organization
VISITORS	<ul style="list-style-type: none"> Visitors by appointment only and must be contained to the first floor Prepare a meeting place on first floor that allows for appropriate social distancing and daily sanitization by custodial staff
COMMUNICATION	<ul style="list-style-type: none"> CDC/FLDOH-CC/eLearns/Governor Executive Orders – continue to share with all employees Provide returning employees with access to <i>Phase Two Re-entry Manual</i>
EMPLOYEE WELLNESS PROGRAM (EWP)	<ul style="list-style-type: none"> Provide all employees and supervisors with Emotional Wellness Program (EWP) information for those dealing with employees that may face increased personal challenges during this time, such as bereavement and loss, childcare and school-cancellation challenges, financial stress, and other dependent care and support needs
FLEXIBILITY	<ul style="list-style-type: none"> Offer flexibility wherever possible and adjust workloads to be reasonable
RESPONSIVENESS	<ul style="list-style-type: none"> Be prepared to quickly investigate and stop discriminatory speech or acts in the workplace
CHILD CARE	<ul style="list-style-type: none"> Childcare programs prepare to open with restrictions/limitations Set criteria for slots (priority 1st responders, essential employees), limit space, and require training
INTERDEPARTMENTAL RESPONSIBILITIES	<ul style="list-style-type: none"> Human Resources in collaboration with District Operations will be responsible for COVID-19 issues and their impact at the workplace
PREPARE FOR OPERATIONAL CHANGES	<ul style="list-style-type: none"> Develop a plan to operate if absenteeism spikes or if another shelter-in-place or stay at home order occurs in the future Implement a plan to continue essential business functions (return to Phase One or move to Phase Three) Create electronic processes as much as possible Cross-train employees on performing essential business functions

BEST PRACTICES

INSTRUCTIONAL DELIVERY	<ul style="list-style-type: none"> Evaluate possible face-to-face instructional model for summer school students
PROFESSIONAL LEARNING	<ul style="list-style-type: none"> Summer Professional Learning will continue virtually Cambridge Primary K-2/3-5 and Literacy/Math Academy will be virtual Cambridge Secondary and content area in-services will be virtual
NUTRITIONAL SERVICES	<ul style="list-style-type: none"> Nutrition Services will continue summer feeding program Reductions or adjustments in sites may be needed Emergency pay provision cancelled as of May 4, 2020 at 12:01am The Dr. Martin Luther King, Jr. Administrative Center's Cafeteria will be open for "Grab and Go" only

STAFFING OPTIONS

There are several options departments should consider to maintain required social distancing measures and reduce population density within buildings and work spaces.

Remote Work

Those who can work remotely to fulfill all of their work responsibilities may continue to do so to reduce the number of individuals on campus and the potential spread of the COVID-19 virus. These arrangements, which should be approved by the immediate supervisor, can be done in on a full or partial day/week schedule as appropriate.

Alternating Days

In order to limit the number of individuals and interactions among those working within the Dr. Martin Luther King, Jr. Administrative Center, departments should schedule partial staffing on alternating days (i.e., Monday/Tuesday and Wednesday/Thursday rotations). Such schedules will help enable social distancing, especially in areas with large common workspaces.

Staggered Reporting/Departing

The beginning and end of the workday typically bring many people together at common entry/exit points of buildings. Staggering reporting and departure times by at least 30 minutes will reduce traffic in common areas to meet social distancing requirements.

Once you have been instructed to return to the workplace, you should report to work or depart work through the designated building access and at the designated time to limit the number of people entering and exiting buildings at any one time.

Effective March 30, 2020, employees may be eligible for the Families First Coronavirus Response Act.

Generally, the Act provides that employees are eligible for

- Two weeks (up to 80 hours) of paid sick leave at the employee's regular rate of pay where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or
- Two weeks (up to 80 hours) of paid sick leave at two-thirds the employee's regular rate of pay because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor; and
- Up to an additional 10 weeks of paid expanded family and medical leave at two-thirds the employee's regular rate of pay where an employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.

For more information on the FFCRA, go to <https://www.dol.gov/agencies/whd/pandemic>.

To apply for leave under the FFCRA, email benefits@collierschools.com.

SYMPTOM MONITORING REQUIREMENT

Staff who have been instructed to return to the workplace must conduct symptom monitoring every day before reporting to work (see Appendix 1). You must be free of ANY symptoms potentially related to COVID-19 or have had evaluation and clearance by a medical professional to be eligible to report to work.

At this time, these symptoms include one or more of the following – only if the symptoms cannot be attributed to any normal health issue:



COUGH



**SHORTNESS OF BREATH
OR DIFFICULTY
BREATHING**



FEVER



**CHILLS OR REPEATED
SHAKING WITH CHILLS**



**RUNNY NOSE OR NEW
SINUS CONGESTION**



MUSCLE PAIN



HEADACHE



SORE THROAT



FATIGUE



NEW GI SYMPTOMS



**NEW LOSS OF TASTE
OR SMELL**

According to the CDC, individuals with certain conditions may have a higher risk for COVID-19 infection. Those conditions may include

- Older adults (aged 65 years and older)
- People with HIV
- Asthma (moderate-to-severe)
- Chronic lung disease
- Diabetes
- Serious heart conditions
- Chronic kidney disease being treated with dialysis
- Severe obesity
- Being immunocompromised

Staff members who have been instructed to return to work on-site and have concerns about doing so due to a medical condition that places them in a higher risk group, those who are pregnant, or those who wish to seek ADA reasonable accommodations related to returning to the workplace should notify the CCPS Benefits and Wellness Office by calling (239) 377-0340 or sending an email to benefits@collierschools.com.

PERSONAL SAFETY PRACTICES

FACEMASKS

We continue to monitor our workplace and add safety measures based on guidance from the Centers for Disease Control and Prevention (CDC) and other government organizations. In line with those safety measures, we are providing this guidance regarding the use of face coverings to prevent the spread of COVID-19.

Unless otherwise notified by your direct supervisor, you are required to wear a face covering at work in common spaces. A face covering is generally a cloth, bandana, or other type of material that covers an employee's mouth and nose. The CDC recommends that individuals wear cloth face coverings in public places or when it is impossible to practice social distancing.

Remember that wearing a face covering can help prevent the spread of the disease, but only in addition to other measures that you should be taking in the workplace and at home, such as frequent hand washing, cleaning and sanitizing frequently-touched surfaces, and practicing social distancing.

If you feel sick or if you are experiencing any symptoms of COVID-19 (pg. 8), let your supervisor know, go home immediately, and contact your healthcare provider and/or Benefits@collierschools.com for guidance.



To get the most benefits from a face covering

- Make sure it completely covers your nose and mouth
- Read the directions for use (if provided)
- Wash your hands before and after removing it
- Try not to touch your face when you adjust it throughout the day
- Keep cloth coverings clean by washing daily, or more often if contamination occurs
- Do not let others wear your face covering
- Keep it away from machinery that it could get caught in
- If using disposable face coverings, do not reuse them, and throw them away in appropriate trash receptacles
- Do not lay your face covering on any surface that may contaminate either the covering or the surface
- Do not use it if it is damaged or has holes, unless it is the only face covering you have access to

SOCIAL DISTANCING

Keeping space between you and others is one of the best tools we have to avoid being exposed to the COVID-19 virus and slowing its spread. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. Staff at work on-site should follow these social distancing practices:



- Stay at least 6 feet (about 2 arms' length) from other people at all times
- Do not gather in groups
- Stay out of crowded places and avoid mass gatherings

VISITORS AND VOLUNTEERS

Visitors and volunteers are not allowed on worksites at this time.

HANDWASHING

Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, sneezing, or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.



Gloves and Goggles/Face Shields

Healthcare workers and others in high-risk areas should use gloves as part of Personal Protective Equipment (PPE), but according to the CDC, gloves are not necessary for general use and do not replace good hand hygiene. Washing your hands often is considered the best practice for common everyday tasks.

Staff do not need to wear goggles or face shields as part of general activity on campus. Good hand hygiene and avoiding touching your face are generally sufficient for non-healthcare environments.



Personal Disinfection

While custodial crews will continue to clean office and work spaces based on CDC guidelines, additional care should be taken to wipe down commonly used surfaces. Before starting work and before you leave any room in which you have been working, you must wipe down all work areas with EPA-registered 60% alcohol solution. This includes any shared-space location or equipment (e.g., copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, door knobs).



Coughing, Sneezing Hygiene

If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Then throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.



SPECIFIC WORKPLACE SCENARIOS

Departments should assess open work environments and meeting rooms to institute measures to physically separate and increase distance between employees and other coworkers.

If you work in an open environment, be sure to maintain at least 6 feet distance from co-workers. If possible, have at least one workspace separating you from another co-worker. You must wear a facemask or face covering at all times while in a shared work space/room.

If you work in an office, no more than one person should be in the same room unless the required 6 feet of distancing can be consistently maintained. If more than one person is in a room, masks/face coverings should be worn at all times.

Masks/face coverings must be worn by any staff in a reception/receiving area. Masks/face coverings must be used when inside any CCPS facility where others are present, including walking in narrow hallways where others travel and in break rooms, conference rooms, and other meeting locations.



USING RESTROOMS

Use of restrooms should be limited based on size to ensure at least 6 feet distance between individuals. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.



USING ELEVATORS

If you are using the elevator, wear your mask or face covering and avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use hand sanitizer with at least 60% alcohol upon departing the elevator.



MEETINGS

Convening in groups increases the risk of viral transmission. Where feasible, meetings should be held in whole or part using the extensive range of available collaboration tools (e.g. WebEx, Microsoft Teams, or telephone).

In person meetings are limited to the restrictions of local, state, and federal orders and should not exceed 50 individuals, assuming individuals can still maintain 6 feet of separation for social distancing requirements. Departments should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support social distancing practices between attendees.

During your time on-site, you are encouraged to communicate with your colleagues and supervisors as needed by email, instant message, telephone or other available technology rather than face-to-face. You can also use a range of available collaboration tools (e.g., WebEx, Microsoft Teams, Jabber, etc.).



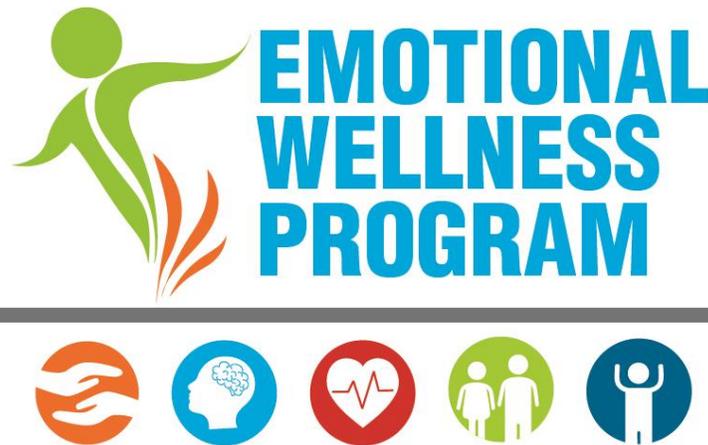
MEALS

Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus.

If dining at the Dr. Martin Luther King, Jr. Administrative Center, you should wear your mask or face covering until you are ready to eat and then replace it afterward. If using the cafeteria or other common area, allow at least 6 feet of distance between each employee, including lines and seating arrangements. Individuals should not sit facing one another. Staff are encouraged to take food back to their office area or eat outside, if this is reasonable for your situation.

If you are eating in your work environment (i.e., break room or office), maintain 6 feet distance between you and others. Individuals should not sit facing one another. Only remove your mask or face covering in order to eat, then put it back on. Departments should remove or rearrange chairs and tables or add visual cue marks in employee break rooms to support social distancing practices between employees. Wipe all surfaces, including table, refrigerator handle, coffee machine, etc. after using in common areas.

The CCPS confidential EWP is a FREE benefit available to you and your family members during those times in your life when you need support or just need someone to listen. This is an integrated, HIPAA-compliant EWP providing you with the following options:



Community Health Partners (CHP)

- Team of licensed counselors is available to meet on-site
- Appointments available as follows:
 - Monday - Wednesday, 8AM - 8PM
 - Thursday, 8AM - 6PM
 - Friday, 8AM - 8PM (CHP offices only)
 - Saturday, 8AM - 2PM (CHP offices only)

Guidance Resources

- Licensed counselors to assist you whenever you need support
- 24 hours a day, 7 days a week, 365 days a year
- FREE for all benefit-eligible employees and family members (who reside in same household)
- For more information, call 1-855-801-8079, or online at www.guidanceresources.com (Company Web ID: CCPSEWP)

APPENDIX 1

Q&A ON EMPLOYEE HEALTH, WELLNESS, AND BENEFITS

CHP COVID-19 Updates: <http://www.collierschools.com/benefits>

1. Under the new Families First Coronavirus Response Act (FFCRA), what type of paid leave can I take for COVID-19 related issues?

Per the Department of Labor guidance ([click here](#)) an employee is eligible for:

Two weeks (up to 80 hours) of paid sick leave at the employee's regular rate of pay where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or

Two weeks (up to 80 hours) of paid sick leave at two-thirds the employee's regular rate of pay because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor; and

Up to an additional 10 weeks of paid expanded family and medical leave at two-thirds the employee's regular rate of pay where an employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.

To apply for FFCRA leave, please email benefits@collierschools.com.

2. What if I am sick and my physician is requiring me to stay home, even when I am required to work from home?

You may be eligible for Family Medical Leave Act of 1993 (FMLA) leave. You may reach out to the Benefits and Wellness Office at 239-377-0340 or by email at benefits@collierschools.com. FMLA information and documents are also available on the Benefits and Wellness website at www.collierschools.com/Benefits.

- 3. If I am currently on FMLA leave and employees are working from home due to the directive of the District, can I work?**
Employees are not allowed to work while on FMLA leave. You may review your need for FMLA leave with your physician and reach out to the Benefits and Wellness Office at 239-377-0340 or by email at benefits@collierschools.com to communicate any changes to your current FMLA leave.
- 4. What if I am caring for a family member who is ill and unable to work?**
If you are caring for a family member who is sick, you may be entitled to leave under FMLA under certain circumstances.
- 5. Can an employee stay home (not be available to work from home) under FMLA leave to avoid getting influenza or covid-19?**
Leave taken by an employee for the purpose of avoiding exposure to the flu or covid-19 may not be protected under the FMLA provision.
- 6. I have short-term disability benefits; does an absence due to covid-19 qualify?**
Please call The Standard at 800-378-2395 to discuss your individual disability benefit.
- 7. Can my supervisor send me home if I am sick?**
Yes, to limit exposure to others and to ensure you get the care you need to maintain your health and wellness.
- 8. Am I required to provide a doctor's note before returning to work if I have been out with the flu or COVID-19?**
Yes, please send your return to work note to the Benefits Office at benefits@collierschools.com or fax to (239) 377-0401.
- 9. Do I have to pay a co-pay for any testing related to covid-19?**
No, co-pays for testing for the covid-19 have been waived and paid 100% by Collier County Public Schools.
- 10. Does the waiver of co-pays apply to treatment?**
No, only the physician fees for testing are waived. Appropriate co-pays for any treatment for illness will apply per the summary plan document available on the Benefits and Wellness webpage [click here](#)

11. If I fall into an unpaid status, what happens to my benefits?

If you qualify for FMLA, your employee only medical benefits will be paid for a maximum of 12 weeks. Any dependent and/or voluntary benefits payments would be the responsibility of the employee. Benefits and Wellness will coordinate with the employee for payment. If the unpaid leave is not FMLA, all medical premiums (employee and any dependents) are the responsibility of the employee.

12. What if I am sick but do not want to go to the doctor? Are there other options?

Yes, MDLive allows you to interact with US board-certified medical professional on your cell phone, laptop or tablet. These professionals can provide you with diagnosis and support for non-emergency medical issues. If necessary, they will direct you to reach out to your primary care physician, walk-in or urgent medical care center/emergency room. If you and/or your family members are enrolled the CCPS medical plan, copays are as low as \$10/interaction and wait times are minimal, if any. Physicians can also order prescriptions and have them sent directly to your pharmacy. If you are not already registered in MDLive, please register before the need arises. This will save time and effort later. You must register at www.mdlive.com/allegiance or by calling MDLive at 1-800-400-6354. You can also register by downloading the MDLive app. You may choose to consult with your own doctor through a telehealth conference. Many providers in the local network are now offering these services. If you elect this service, regular office visit copays will apply.

13. I am anxious and worried all the time, is there help available for my emotional well-being?

If you or a family member are feeling stressed or overwhelmed and would like to speak to a professional, the CCPS EWP is available at NO cost for those enrolled in the medical plan. Counselors are available to meet with you onsite at the Dr. Martin Luther King, Jr. Administrative Center or at the main office of Community Health Partners. You can also interact with a counselor through their telehealth app (after an initial face-to-face session). A Community Health Partners' representative can provide more information on this service.

If you are not enrolled in the CCPS medical plan and would like to use this benefit, you must submit your medical coverage information at the time of your first session (charges may apply). For more information on this program, the EWP flyer is available on the Benefits and Wellness website or call Community Health Partners. EWP Guidance Resources (Contact: 1-855-801-8079)

APPENDIX 2

COVID-19 RETURN TO OFFICE AGREEMENT

To protect myself and those around me, I agree to the following protocols while in the office during the COVID-19 pandemic until further notice:

- Complete the following Safe Schools trainings before returning to the building:
 - Safe Schools Training [linked here](#)
 - Coronavirus: Cleaning and Disinfecting your Workspace ~ 10 minutes
 - Coronavirus: CDC Guidelines for Making and Using Cloth Face Coverings ~ 9 minutes
- Our primary responsibility is to maintain distance of 6 feet from others at all times and to avoid large gatherings.
- Utilize a facemask in the event distancing is not feasible or as required by the CDC.
- Wash hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Avoid touching eyes, nose, and mouth with unwashed hands.
 - Cover mouth and nose with a tissue while coughing or sneezing or use the inside of elbow.
 - Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds.
- If soap and water are not available, use hand sanitizer containing at least 60% alcohol.
- Disinfect the frequently touched objects and surfaces in personal workstation each day, including keyboard, telephone, and doorknobs.
- Do not use other employees' phones, desks, offices, or other work tools and equipment.
- If use of shared resources is necessary, clean, and disinfect them before and after use.
- Avoid using common areas as much as possible, including during lunch.
- Use a personal cooler or lunch bag (refrigerator use unavailable).
- Follow building protocol for distancing in common areas such as stairwells, elevators, restrooms and lobbies.
- Use a hand-towel to open doors and turn faucets on and off.
- Refrain from inviting outside individuals to the office.
- Inform supervisor if employee or family member has symptoms or a diagnosis of COVID-19.
- Stay home if sick, except to get medical care.

In signing this agreement, I acknowledge and represent that I have read, understand, and will abide by the above practices. I understand that failure to do so puts myself and my colleagues at risk. I acknowledge that failure to comply with this may result in disciplinary action.

APPENDIX 3

COVID-19 ADVISORY AND RELEASE FORM

In the Governor's Executive Order No. 20-91 relating to essential services personnel, which incorporated the Federal USDHS Guidance on the essential critical infrastructure pertaining to COVID-19, as well as the Center for Disease Control and Prevention's advice that people aged 65 and older and people of any age who have significant underlying medical conditions may be at higher risk for more severe complications from the COVID-19 virus. These agencies advise that individuals who fall under these categories should work from home whenever possible. We are encouraging ALL employees to undertake their work responsibilities at home as well as providing opportunities for professional learning activities/in-service and other activities assigned by administrators or supervisors.

By signing this form, I acknowledge that I have been made aware of the above-referenced Executive Order and Federal advisory opinions concerning my risk. I acknowledge too that I have been made aware of the work-at-home option but have elected to continue to work in my assignment, away from home, using appropriate social distancing and other precautions such as handwashing.

Therefore, as an essential District employee, I further acknowledge that I have read this form and understand the directions of the Executive Order and the referenced Federal advisory opinions, but am electing to continue to work in my duties as needed for my position. In doing so, I do not hold the Collier County School Board liable in any way for my voluntary decision not to work at home should I contract the COVID-19 virus illness from exposure through any means.

Employee Signature: _____

Date: _____

Administrator Signature: _____

Date: _____

APPENDIX 4

COVID-19 EMPLOYEE HEALTH SCREENER



COVID-19 EMPLOYEE HEALTH SCREENER



All employees must conduct symptom monitoring before entering the building



Employees must wear a mask or face covering when entering any CCPS building

HAVE YOU had any of the following symptoms (not attributed to normal health issues) since your last day of work or last visit here?



COUGH



SHORTNESS OF BREATH OR DIFFICULTY BREATHING

OR



FEVER



CHILLS OR REPEATED SHAKING WITH CHILLS



MUSCLE PAIN



HEADACHE



SORE THROAT



NEW LOSS OF TASTE OR SMELL

AT LEAST TWO OF THE SYMPTOMS BELOW

OR

Have you, or someone you are in contact with, been tested for COVID-19 or under investigation for COVID-19?

Do you have HIGH RISK conditions for COVID-19 infection?

IF NO



CONTINUE TO WORK AREA



PERFORM HAND HYGIENE



WEAR FACE COVERING

IF YES



CONTACT YOUR SUPERVISOR

IF APPROVED TO STAY

IF NOT APPROVED EMPLOYEE MUST RETURN HOME

APPENDIX 5

PHASE 1 CHART

NOTIFICATIONS AND PROCESSES	
Staffing	<p>District remains focused on the safety of employees. Phase one will continue to focus on remote work as much as possible. Evaluate phases prior to Memorial Day and prepare for Phase Two</p> <p>Review and revise hiring practices:</p> <ul style="list-style-type: none"> • Use remote interviewing techniques as much as possible, June 10 virtual Recruitment fair • Update virtual onboarding practices; make all forms electronic; I-9 review at time of fingerprinting by appointment only
Leave Policies	<ul style="list-style-type: none"> • Full implementation of FFCRA for employees who are unable to work from home • Vacation rollovers in full implementation; acknowledgement memo developed by Finance and provided to all those who have over the allowable vacation hours • All employees have access to and have an understanding of all leave policies that may apply to them at this time • Benefits FAQ posted to the Staff website
Review Work from Home Procedures	<ul style="list-style-type: none"> • Start to review and revise work from home procedures and childcare programs for Phase Two (CDC recommendations)
Non-essential work travel	<ul style="list-style-type: none"> • Non-essential work travel cancelled
Families First Coronavirus Response Act (FFCRA)	<ul style="list-style-type: none"> • Post the Families First Coronavirus Response Act (FFCRA) poster in a visible place. Where employees will remain working from home, post to CCPS main website
Communicate to Employees	<ul style="list-style-type: none"> • Prepare to distribute all new or revised policies to all employees through the portal acknowledgement form for Phase Two
Health and Safety	
Flexibility	<ul style="list-style-type: none"> • Employees will continue to work from home as much as possible • Flexibility at the discretion of the supervisor includes on-site continuing work of District, continued work of District- virtually, or Professional learning - virtually
Safe Schools Training	<ul style="list-style-type: none"> • Continue to educate employees on how to reduce the spread of COVID-19 at home and at work (follow CDC recommendations) • Prepare Safe Schools Trainings for Phase Two for all employees

Work Site Expectations	<ul style="list-style-type: none"> • For employees returning to a worksite, make sure they understand what is expected of them in the workplace • Send face-covering email to all employees in preparation of Phase Two and school cleanout expectations • Prepare for Employee Health Self-screening onsite
Employee Illnesses	<ul style="list-style-type: none"> • Ensure that all employees who are currently ill or have contact with an ill family member stay home (follow CDC recommendations) • Contact Benefits office if leave is needed • If an employee becomes sick at work, send him/her home
CDC Recommendations	<ul style="list-style-type: none"> • Promote safe social distancing by encouraging employees to remain at least 6 feet away from each other • Email, message, call, or video call rather than meeting face to face • Clean computer equipment, desktops, phones, and workstations often • Provide hand sanitizer, cleaning supplies, and require facemasks or face coverings (in common workspaces) • Highly discourage handshaking, hugging, or any physical contact with others • Place posters throughout the business to encourage social distancing and hand hygiene
Best Practices	
Monitor	<ul style="list-style-type: none"> • Continue to review and watch any local public health or other orders related to COVID-19 that may affect our organization
Communicate	<ul style="list-style-type: none"> • Prepare custodial staff for increased workplace cleaning in preparation for Phase Two • Provide expected timelines for recalling/rehiring employees (phase one through Memorial Day) • Communicate appreciation and welcome employees back to work for Phase Two
EWP	<ul style="list-style-type: none"> • Provide supervisors Emotional Wellness Program (EWP) information for those dealing with employees that may face increased personal challenges during this time, such as bereavement and loss, childcare and school-cancellation challenges, financial stress, and other dependent care and support needs
Responsiveness	<ul style="list-style-type: none"> • Be prepared to quickly investigate and stop discriminatory speech or acts in the workplace
Interdepartmental Responsibilities	<ul style="list-style-type: none"> • Human Resources in collaboration with District Operations will be responsible for COVID-19 issues and their impact at the workplace

Prepare for Operational Changes	<ul style="list-style-type: none">• Develop a plan to operate if absenteeism spikes or if another shelter-in-place or stay at home order occurs in the future• Implement a plan to continue essential business functions: a return to Phase One or move to Phase Three• Cross-train employees on performing essential business functions.
Instructional Delivery	<ul style="list-style-type: none">• Summer School will be virtual for those students in need• Optional extended learning opportunities will be offered to all students virtually
Professional Learning	<ul style="list-style-type: none">• Summer Professional learning will continue virtually• Cambridge Primary K-2/3-5 and Literacy/Math Academy will be virtual• Cambridge Secondary and content area in-services will be virtual
Nutritional Services	<ul style="list-style-type: none">• Nutrition Services will continue summer feeding program• Reductions or adjustments in sites may be needed• Emergency pay provision cancelled as of May 4, 2020, 12:01 am• Dr. Martin Luther King, Jr. Administrative Center Cafeteria will remain closed