

## Employee Quick Links

The information contained in this COVID-19 Employee Assistance Brochure represents selected materials that were derived from the development of the SLUSD COVID-19 Employee Protocol. This protocol, in its entirety, can be found on the District's website.

The information contained herein was created to act as a ready reference guide for employees. Due to the fluidity of the COVID-19 Pandemic, information contained in this document, as well as, the SLUSD COVID-19 Employee Protocol is subject to change, as new information becomes available.

The following links are provided to assist employees in obtaining further information to assist in their understanding of COVID-19.

1. Alameda County Public Health Department  
[www.acphd.org](http://www.acphd.org)
2. Centers For Disease Control and Prevention  
[www.cdc.gov](http://www.cdc.gov)
3. California Department of Education  
[www.cde.ca.gov](http://www.cde.ca.gov)
4. Alameda County Office of Education  
[www.acoe.org](http://www.acoe.org)
5. California Department of Public Health  
[www.cdph.ca.gov](http://www.cdph.ca.gov)
6. US Department of Labor Families First Coronavirus Act (FFCRA)  
<https://www.dol.gov/>
7. SLUSD COVID-19 Employee Protocol  
[www.slusd.us](http://www.slusd.us)



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## COVID-19 Employee Assistance Brochure



A ready reference guide for employees

## How To Stay Safe During the COVID-19 Pandemic

All employees should practice 3 general precautions to prevent exposure to COVID-19 when at home and at the work place. Practicing these general precautions will greatly minimize the risk of exposure to COVID-19. General precautions include:

- ⇒ **Good Health Practices** (Maintaining overall good health is key to fighting infectious diseases)
- ⇒ **Good Personal Hygiene Habits** (Covering your mouth when you cough, washing your hands frequently and refraining from touching your face will reduce the spread of COVID-19)
- ⇒ **Physical Distancing** (Maintaining 6 foot distancing from others when at home and at work is key to preventing the spread of COVID-19)

## Self-Screening Requirements

In order to ensure employees limit their potential exposure to COVID-19, all employees will be required to undergo a Self-Screening Process before leaving for work each day. Self-Screening consists of the following:

- ⇒ Checking yourself for fever (100 degrees or higher)
- ⇒ Checking yourself for any signs of illness
- ⇒ Determining if you have had close contact (closer than 6 feet for longer than 15 minutes) to a person diagnosed with COVID-19

During the Self-Screening Process, every employee will determine if they currently have or have had any one or more of the below symptoms within the past 24 hours, which is new or not explained by a reason other than possibly having COVID-19.

- ⇒ Fever of 100 degrees Fahrenheit or higher
- ⇒ Chills or repeated shaking/shivering
- ⇒ Cough

- ⇒ Sore throat
- ⇒ Respiratory issues/shortness of breath
- ⇒ Feeling unusually weak or fatigued
- ⇒ Loss of taste/smell
- ⇒ Headache
- ⇒ Muscle ache/pain
- ⇒ Runny/congested nose
- ⇒ Diarrhea/nausea/vomiting

## What To Do If You Suspect You Have Been Exposed To COVID-19

When an employee suspects they may have been exposed to COVID-19, they must immediately notify their Supervisor/Manager or Site Administrator. **EMPLOYEES ARE NOT TO COME TO WORK!** Employees will be contacted by the Director of Personnel Services and the Director of Safety and Emergency Services regarding next steps that need to be followed. Employees will be advised of the following:

- ⇒ The requirement to quarantine themselves per the Alameda County Public Health Department
- ⇒ The recommendation to obtain a COVID-19 Test

## What To Do If You Have A Confirmed Case of COVID-19

When an employee has a confirmed case of COVID-19 (determined through approved testing procedures), they must immediately notify their Supervisor/Manager or Site Administrator. **EMPLOYEES ARE NOT TO COME TO WORK!** Employees will be contacted by the Director of Personnel Services and the Director of Safety and Emergency Services regarding next steps that need to be followed. Employees will be advised of the following:

- ⇒ The requirement to isolate themselves per the Alameda County Public Health Department

## Will The District Notify Employees of Suspected/Confirmed COVID-19 Cases In The Workplace

Anytime there is a suspected/confirmed case of COVID-19 within SLUSD, staff who have been in close contact (closer than 6 feet for longer than 15 minutes) with the potentially infected or infected employee will be notified.

The Director of Personnel Services and the Director of Safety and Emergency Services will work collaboratively with the Alameda County Public Health Department to conduct appropriate COVID-19 surveillance, tracking and reporting activities. These activities are essential in identifying potential exposures, new illnesses and preventing the spread of COVID-19 in the workplace. It is the District's goal to ensure all employees have a safe environment to work in.

The District will support all contact tracing activities performed by the Alameda County Public Health Department and will ensure that confidentiality is maintained.

## What Type Of Employee Support Will The District Provide

Employees not able to come to work as a result of COVID-19 related issues will be provided support throughout the process by District personnel. This support will include:

- ⇒ Providing employees with required Alameda County Department of Public Health materials
- ⇒ Assisting with locating a COVID-19 testing site
- ⇒ Acting as a resource for any questions/concerns the employee may have
- ⇒ Providing employees with additional support as necessary to ensure a speedy recovery and return to work