



LA HABRA CITY SCHOOL DISTRICT

COVID-19 Health and Safety Protocols

Protecting the health and safety of our employees, students and community members are paramount, and we are actively procuring equipment and supplies to help prevent the spread of illness as we return to work at the District Office, facilities, and school sites. We are thoughtfully planning the reopening process, mindful of the need for physical distancing, enhanced cleaning procedures, and other safe work practices. Given the dynamic situation created by the COVID-19 pandemic, ongoing planning is based on the latest federal, state, and local guidelines and in alignment with our strategic plan and core values. Effective immediately, the following protocols will stay in effect until further notice:

1. Signs are posted at the entrance of the District Office and sites to notify the community of Health and Safety Protocols that apply to them. Employees are authorized to require visitors to comply.
2. Employees and members are always required to practice social distancing, keeping a minimum of six (6) feet from others, even while wearing a mask.
3. Employees and visitors are required to wear a mask while at the District facilities and sites and when speaking to others while maintaining social distance.
 - a. Employees may remove their mask when seated alone in a private office or work area.
 - b. Employees and visitors are not permitted to stand inside an office or work area unless they can maintain 6-foot distance. Masks must always be worn while communicating.
4. When passing others in a common area, move away to maintain the 6-foot distance from one another. If that cannot be accomplished, turn away while passing.
5. Handshakes, fist bumps or other types of physical interaction are prohibited.
6. Employees should use safety precautions when touching surfaces such as door handles, copy machines, water dispensers, coffee pots, and accepting paperwork from others.
7. Only one person in the designated restrooms is allowed and the vacancy signage should be utilized.
8. Employees are not permitted to use other employee's office equipment; including phones, computers, desk, unless proper disinfecting protocols are used prior to use.
9. The staff lounge is limited to the number of individuals that provide at least a minimum of six (6) feet from others
10. Employees who are working remotely must obtain their manager's approval in advance and work the staggered schedule as required until further notice.



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11. Employees are not permitted to come to the office if symptomatic. Symptoms of the virus include, but are not limited to, coughing, sneezing, fever, and shortness of breath. Employees should also stay home if they have been exposed to someone with viral symptoms. Please be reminded that currently, employees are to:
- Conduct a health self-check before physically reporting to work. If you are feeling unwell, report your absence to your supervisor.
 - Wash hands frequently and adhere to physical distancing guidance.
 - Discuss with your supervisor any need to wear additional Personal Protective Equipment (PPE) that is required based on your individual work environment.
 - Symptomatic employees are required to provide a list of everyone you had close contact* within the previous three (3) days.
 - Employees with symptoms will be required to make an appointment for testing. Free COVID-19 testing information for essential workers is listed below.
 - Employees who test positive will not be permitted to return to work until a negative result is provided to Human Resources in writing.
 - Human Resources will monitor all virus-related absences and communicate directly with the employee.
 - The District will require a physician's note allowing the employee to return to work.
12. Employees are required to call Human Resources to report COVID-19 symptoms immediately. If you start feeling ill while at work, report your symptoms to your supervisor immediately. Also be advised:
- a. You are required to provide Human Resources with a list of everyone you had close contact* within the previous three (3) days.
 - b. You are required to stay home until you have tested negative and are asymptomatic for a minimum of 72 hours.
 - c. The District will require a doctor's note before you return to work.
13. The District prohibits disciplinary action and retaliation in response to an employee acting responsibly and staying home if they are sick. It is critical for all employees to communicate thoroughly and timely within the guidelines stated in this document.
14. Electronic Keenan SafeSchools training for all employees is available and will be sent out to all current employees. To help enforce a healthy environment for our staff online trainings are available through the Keenan SafeSchools website. Topics include:
- ✓ Coronavirus Awareness
 - ✓ Coronavirus: CDC Guidelines (Facemasks)
 - ✓ Coronavirus: Cleaning & Disinfecting Your Workplace
 - ✓ Coronavirus: Preparing Your Household



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- ✓ Coronavirus: Transitioning to a Remote Workplace
- ✓ Common Illness Prevention

15. If you see anyone who violates these protocols, remind them of the safety requirements with a polite “Please”. For example, “Please wear a mask when you’re in the office.” If you are asked to comply you should do so and say, “Thank you for the reminder”.
16. Cleaning and sanitizing supplies will be provided as needed. M&O will be responsible for keeping the building clean and sanitized.

*Close contact is defined as having been within 6 feet of others for 10 minutes or longer without a mask.

FREE COVID-19 Testing for Essential Workers

Appointments are available for FREE COVID-19 PCR diagnostic testing at OptumServe (State) sites in **Buena Park, Orange, Santa Ana** and **San Juan Capistrano** for symptomatic AND asymptomatic health care workers, first responders, social service workers and other essential employees who don't have access to testing through their health care provider or employer.

To make an appointment, please visit: lhi.care/covidtesting or call **1 (888) 634-1123**. To learn more about COVID-19 and testing, visit ohealthinfo.com/covidtest.

