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The Fairfax County Public Schools (FCPS) Return to Work Guide is based on the guidelines provided in the Fairfax Forward Employee Guide and adheres to the phased reopening guidelines outlined by Governor Ralph Northam, in accordance with Forward Virginia Guidance. Information will continue to be updated as we learn more and establish new practices and policies. The following guidelines are applicable to all FCPS facilities, including schools and administrative buildings.
PHASED REOPENING & IMPACT ON FCPS OPERATIONS

Governor Ralph Northam’s guidelines for reopening Virginia is a three-phase plan. On July 1, 2020, the Governor moved Northern Virginia to Phase Three. For more information on the Forward Virginia Phase Three Guidelines, please refer to: https://www.governor.virginia.gov/media/governorvirginiagov/governor-of-virginia/pdf/Virginia-Forward-Phase-Three-Guidelines.pdf

FOR FCPS EMPLOYEES, PHASE THREE WILL MEAN:

In Phase Three our worksites will be open for employees to work. FCPS continues to encourage employees who can to telework. If you are unsure if you should continue to telework, please contact your program manager. Information on leave programs for employees who cannot return to work or for whom telework is unavailable are detailed below.

All employees will be required to wear a face covering or mask in FCPS buildings in open areas and when social distancing cannot be maintained. More details on personal protective equipment (PPE) are detailed below.

Visitors to FCPS will be required to make an appointment. Visitors to FCPS facilities must also wear a face covering or mask. All buildings will be supplied with disposable masks for visitors who do not have one. Protocols to follow to schedule and receive visitors are detailed below.

<table>
<thead>
<tr>
<th>PHASE 3</th>
<th>Employees will be asked to complete a MyPDE class to acknowledge they understand their responsibilities to practice all the health and safety protocols required by FCPS in physical worksites.</th>
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<tbody>
<tr>
<td></td>
<td>Most employees who are able to will continue to telework. Program managers will work with staff to ensure that social distancing can be maintained for employees who work on-site, including potentially implementing alternating shifts or block scheduling.</td>
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<td></td>
<td>Face coverings or masks will be required for employees on-site when social distancing can’t be maintained. This includes hallways and other common areas.</td>
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<td>Employees on-site must practice social distancing and limit gathering size to 250 or fewer, in spaces that can safely accommodate the attendees.</td>
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<td>Virtual meetings and gatherings will be encouraged.</td>
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PREPARING FCPS BUILDINGS & WORK AREAS

INDOOR AIR QUALITY

The Office of Facilities Management (OFM) has ensured that all heating, ventilation and air conditioning (HVAC), and plumbing systems are operating properly. According to the Center for Disease Control (CDC), it is not necessary to clean ventilation systems outside of providing routine and preventative maintenance, including filter replacement, as part of reducing the risk of coronavirus transmission.

ENHANCED CLEANING AND SANITIZING

Measures will be implemented to ensure that common work areas and equipment, and personal work spaces, are regularly cleaned and sanitized.

OFM has worked closely with FCPS custodians to adjust their cleaning processes to better address current considerations. FCPS custodians are using effective disinfectant and sanitizing products to clean our facilities every day. Along with these measures, they are taking the following steps to maximize our sanitizing efforts:

- **Refreshed Cleaning Methods/Processes**
  FCPS cleaning personnel will be sanitizing and disinfecting restrooms more frequently. Their cleaning protocol will include thoroughly disinfecting and sanitizing all surfaces, doors, toilets, handles, etc. and ensuring that all supplies are always fully stocked.

- **Increased Cleaning to High-Touch Surfaces/Points**
  FCPS cleaning crews will be sanitizing touch surfaces/points thoroughly (i.e., door handles, glass, elevators buttons, doors, tables, chairs, light switches). Daytime custodians have been instructed to continuously disinfect and sanitize all touch points throughout the day. In addition, we will be increasing daytime custodian coverage where appropriate, depending on building occupancy.
SUPPLIES

Hand sanitizer, disinfectant wipes or alternative disinfectant will be made available to all employees. Because these are considered critical items, procurement will be handled by the Office of Procurement Services (OPS). OPS will coordinate the procurement and inventory of any additional sanitizer or other supplies.

INSTALLING PROTECTIVE EQUIPMENT

FCPS is implementing interim changes to key aspects of our facilities. Among them are the addition of Health Department approved sneeze guards at customer service counters to provide an extra level of protection for the public and staff, while maintaining the level of service our residents have come to rely on and expect. Office of Safety and Security (OSS), OFM, and OPS management will be working with program managers and staff to identify these needs.

VISITOR PROTOCOL

Our implemented safety protocols will continue to require that we limit the number of individuals who move in and out of our facilities. To promote social distancing during the COVID-19 coronavirus pandemic, facility visitors will be limited and should occur by scheduled appointment only. No walk-in visitors are permitted. As much as possible, appointments to meet with parents and customers should be accommodated via telephone, video conference, or other suitable technology. When a face-to-face appointment visit is necessary, the school or office must schedule an appointment time with the visitor and follow the steps below.
• Once the visitor has arrived at the building and parked, they must call the school/office to check-in.

• While in the car, the visitor must be asked the following health screening questions:

<table>
<thead>
<tr>
<th>YES or NO, in the last 14 days have you had any of the following symptoms?</th>
<th>Yes</th>
<th>No</th>
</tr>
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<tr>
<td>Feeling feverish and/or having chills – documented temperature of 100.4°F or higher?</td>
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<tr>
<td>Has there been any use of fever reducing medication within the last 24 hours not due to another health condition?</td>
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<td>A new cough that is not due to another health condition?</td>
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<td>New muscle aches that are not due to another health condition, or that may have been caused by a specific activity (such as physical exercise)?</td>
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<tr>
<td>A new loss of taste or smell?</td>
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• If visitors are suspected to be sick and/or have recently experienced COVID-19 symptoms, they are not permitted to enter the building and must reschedule. Visitors who pass the health screening should be instructed to access the building through the front doors or appropriately designated entrance and be greeted by an employee, who will wear a mask, for escort to the appointment.

• Visitors must wear a mask or face covering, enter the building alone, and follow social distancing guidelines. Any family members or friends accompanying the visitor will be asked to remain outside or in a vehicle.
PREPARING THE TEAM

EMPLOYEE AGREEMENT

FCPS employees will be asked to complete a MyPDE class to acknowledge they understand their responsibilities as we reopen our physical worksites.

COVID-19 SCREENING PROTOCOL: EMPLOYEE SELF-CHECK OF HEALTH

Prior to a shift and on days employees are scheduled to work, employees should also self-monitor their symptoms by self-taking of temperature to check for fever and answer these questions before reporting to work.

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<td>Have you had a positive test for the virus that causes COVID-19 disease within the past 10 days?</td>
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<tr>
<td>In the past 14 days, have you had close contact (within about 6 feet for 15 minutes or more) with someone with suspected or confirmed COVID-19?</td>
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If an employee answers YES to any of the screening questions before reporting to work, the employee should stay home and not report to work.
SOCIAL DISTANCING

Employees should continue to maintain six feet of distance between themselves and coworkers. Limit meetings and hold them virtually whenever possible. **Program managers should ensure that a social distancing process is in place at entrances and other high-traffic areas.** Employees should not bring guests or other family members into FCPS facility buildings. Gatherings should continue to be limited to 250 or fewer people in Phase Three.

SAFE WORKPLACE BEHAVIORS

The best way to prevent illness is to avoid exposure. In accordance with Occupational Safety and Health Administration (OSHA) and Centers for Disease Control and Prevention (CDC) guidance, everyone is encouraged to:

- Wash your hands often.
- Avoid touching your face.
- Avoid close contact—practice social/physical distancing.
- Cover your mouth and nose with a cloth face cover when around others, per CDC guidelines.
- Cover coughs and sneezes.
- Clean and disinfect.
- Stay home when sick.

We encourage everyone to monitor their health symptoms and follow care instructions from their healthcare provider and local health department.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

The CDC’s guidance on [Cleaning and Disinfecting Your Facility](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfecting.html) includes additional considerations for employers, including developing policies for worker protection and providing training to all cleaning staff on site in advance of resuming cleaning tasks. The CDC notes that an employer’s training should include when to use PPE, what PPE is necessary, how to properly wear, and how to properly dispose of PPE.
Appropriate use of PPE and other supplies is an essential component as we scale up operations. FCPS will follow Fairfax County Health Department (FCHD), Virginia Department of Health, and Center for Disease Control guidelines on PPE optimization. Specific guidance for your office or work area should be obtained from your program manager.

- Face coverings or masks will be required for employees on-site when social distancing cannot be maintained. This includes hallways and other common areas.
- Practice hand hygiene prior to placing or adjusting and after removal of your face covering or mask, using soap and water, or hand sanitizer if soap and water are not available.
- Cloth face coverings can be washed but other masks may be disposed of as regular trash.

**PERSONAL SPACE/WORK AREA CLEANING**

Worksites are cleaned every evening, but employees should use extra care to sanitize shared equipment and high contact surfaces more frequently. Areas where additional cleaning should be undertaken include, but are not limited to:

- Kitchen: Microwave and refrigerator door handles, faucets, etc.
- Copy machine keypads.
- Keyboards and mice.
- Shared equipment such as laptops, projectors and other devices.
- Tools.
- Work benches, equipment guard handles, etc.

Consider creating a regular cleaning schedule, in collaboration with your coworkers, supervisors, and program managers for common areas and shared equipment. Disinfecting solution, wipes, etc., should be readily available in areas where frequent sanitizing is necessary. If your department does not have these supplies available work with OPS personnel to order them.
EMPLOYEE EXPOSURE

If an employee is exposed or potentially exposed to COVID-19, either in the workplace or at home, the employee should notify their supervisor/program manager, who should in turn contact Human Resources, and follow FCHD guidance to self-quarantine and monitor health for symptoms of COVID-19 for 14 days from the date of last exposure.

IF AN EMPLOYEE TESTS POSITIVE

Employees are asked to stay home if they are sick or have been quarantined, and to report any symptoms to their supervisor, but there may still be instances of potential exposure in the workplace. At this time, if an employee is tested and is confirmed to have COVID-19, the FCHD will initiate a contact investigation, which would include the workplace if it is determined that exposures have occurred there.

FCHD staff will determine the infectious period, identify any contacts the employee may have had and make any recommendations for isolation of the case and quarantine of people who had close contact with the case for a period of 14 days. They will communicate back to the program managers that an investigation was done and make any additional recommendations that are necessary, including any notifications that may need to occur or cleaning requirements for the facility. Information that could identify an individual in an investigation is kept confidential to protect privacy.
FCPS EMPLOYEE SUPPORT

FCPS is adopting a rolling return to work by first recalling those workers who either cannot perform their positions remotely or whose on-site presence is more essential or useful to the business, while allowing the remainder of the employees to continue to work remotely. This approach has a number of benefits, including limiting the number of employees who are exposed to one another during the initial reopening phase and allowing employers to road test their safety precautions and social distancing requirements with a smaller group of employees and make appropriate adjustments.

Establish worker cohorts (groupings), which may reduce the risk of workplace transmission by minimizing the number of different individuals who come in close contact with each other.

Stagger arrival, break, and departure times to avoid congregations of workers at the entrance to the workplace, elevator, and in parking areas, locker rooms (security office) and break rooms.

Managers should be prepared to refer employees to the FCPS employee assistance program (EAP) and community resources as needed, particularly if employees are returning to work after dealing with COVID-related illnesses or deaths in their families.

FCPS has developed numerous resources to assist and support employees during the coronavirus pandemic. Employees should be familiar with and take advantage of these resources as needed. More on Coronavirus information for staff is available at http://fcpsnet.fcps.edu/news/coronavirus.shtml.

LEAVE

Congress has passed legislation that places mandates on FCPS’ leave programming in response to our current health crisis. The FFCRA (Families First Coronavirus Response Act) is one of several pieces of legislation that addresses the needs of citizens surrounding health and employment.

The FCCRA Act requires FCPS to provide their employees with paid sick leave and expanded family medical leave for specified reasons related to COVID-19 effective immediately. There are two main components of the FCCRA Act: Emergency Paid Sick Leave (EPSL) and Emergency Family Medical Leave Expansion (EFMLE). These provisions were enacted to supplement other employee leave benefits (i.e. FCPS sick accruals, LOAs or FMLA ‘Classic’).
• **EPSL** provides employees two (2) additional weeks of paid sick leave for COVID-19 related reasons
  - 100% of daily rate of pay, up to cap ($511 daily / $5,110 two weeks) for government required quarantine; self-quarantine directed by healthcare provider or personal COVID symptoms and seeking medical care
  - 2/3rds of daily rate of pay, up to cap ($200 daily / $2,000 two weeks) for those who cannot work due to care requirements for family members affected by COVID-19 as above OR cannot work because of son/daughter’s childcare requirements as a result of COVID-19 school or childcare closures
  - Can be taken simultaneously with the EFMLE benefit, when being used for childcare requirements

• **EFMLE** is a temporary expansion of FML ‘classic’ for employees with at least 30 days of service
  - Provides for 12 weeks of leave for those who cannot work due to childcare requirements as a result of COVID-19 school or childcare closures
  - First two weeks are unpaid (but employee can take EPSL or other qualifying paid leave during first two weeks), then 2/3rds of daily rate of pay, up to cap ($200 daily / $10,000 ten weeks; or $12,000 total 12 weeks leave period including the EPSL benefits)

Employees requesting leave under FFCRA may elect to use leave balances to supplement the leave as outlined above when the leave is requested for cases of quarantine, personal illness or to care for an ill family member, as noted in FCPS Regulation 4819. More information on Employee Rights under the FFCRA can be found on the [FCPS Intranet website](#).

**EMPLOYEE ASSISTANCE PROGRAM**

The FCPS Employee Assistance Program (EAP), Guidance Resources, is a work-life benefit for employees and their household members. Guidance Resources provides support, resources, and information for personal and work/life issues.

Personal issues, planning for life or simply managing daily life can affect your work, health, and family. Guidance Resources provides support, resources, and information for personal and work/life issues. Services with Guidance Resources are confidential. EAP services are free and can be accessed 24 hours a day, 7 days a week, 365 days of the year.
A full list of EAP resources for current staff members can be found on the FCPS Intranet website. COVID-19 specific supports have been made available through the EAP as well. See http://fcpsnet.fcps.edu/hr/benefits/eap/COVID19.shtml. FCPS Employees can direct questions to EAPQuestions@fcps.edu.

E-LEARNING RESOURCES

Employees are encouraged to bookmark the following webpages for the latest information regarding FCPS operations during the pandemic:

- Coronavirus Homepage.
- Coronavirus Information for Staff (intranet).
- Daily Updates.
- FAQs on the Internet and Intranet.

PRIVACY

FCPS will continue to provide employees with additional resources (such as advance notifications of changes in policies and procedures) so that employees learn more about the situation as it develops and can prepare effectively. This is especially important for employees who will be returning to a workplace that may be reconfigured very differently and/or may have fewer employees.

Lastly, FCPS is mindful of privacy issues. We treat all information as confidential under state and federal law and will ensure that we implement appropriate measures to protect the privacy of employee medical information.

Maintaining the confidentiality of all such information is consistent with the Equal Employment Opportunity Commission’s (EEOC) guidance in its technical assistance document and is important even though an employer is not a “covered entity” under the Health Insurance Portability and Accountability Act (HIPAA).

Similarly, while an employer may need to quarantine an employee who returns to work and tests positive for COVID-19 upon reopening (or indicates that he or she recently tested positive for COVID-19), FCPS will share the employee’s name only with a public health agency, not with co-workers.