

5/10/2020

Return to Work Guidelines for the Transportation Staff

As the Stay-At-Home Order is being eased for some businesses and we are returning to a new normal, a few guidelines will be required for us to continue working. The following list explains what is expected while working within the district.

- Until the district's touchless thermometers arrive, **ALL** employees shall take their own temperatures at home prior to leaving for work.
- Upon arrival to worksite, **ALL** employees will fill out and sign the Daily Self Evaluation Form.
- Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home.
- Social Distancing is still in effect. Maintain 6 feet of distance between you and another person.
- Ohio Department of Health and the Centers for Disease Control recommend wearing a cloth face mask when in public and requires one when work or task puts you closer than 6 feet in proximity to another person.
- Employees should be staggering their break and lunch times so that there is only 1 person in a room at a time.
- Wash your 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 using another employee's phones, desks, offices, work tools and equipment, when possible. Clean and disinfect them before and after use.
- Avoid touching your eyes, mouth, or nose with unwashed hands.
- These safety protocols are being put into place for the health and safety of all employees.
- **VIOLATION OF THESE SAFETY PROTOCOLS MAY RESULT IN BEING SENT HOME FOR THE REMAINDER OF THE WORK SHIFT AND DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION. VIOLATION OF SAFETY MEASURES PUTS EVERYONE AT RISK.**

Start of the Day Routine:

Morning Entry: Staff will NOT gather in breakroom but will choose a large room to start the day where proper social distancing can take place. A Supervisor or Foreman will take temperatures of staff with touch-free thermometers prior to start of work and record status on chart. Anyone with a temperature above 100° F will be sent home. Assignments will be given out and staff will disperse. Any 2 or 3 people working in close proximity, less than 6 feet, will need to wear their face masks while working. If distancing can be maintained, workers may remove masks while working at a distance.

If you are on a project and isolated, you may secure your mask in a clean bag while you work. If there are 2 people in a vehicle, you must be wearing a mask. Individual travel is preferred.