Memo

Date: March 12, 2020
To: OUSD Employees
From: Tara Gard, Deputy Chief Talent
Re: COVID-19 Guidance for Employees: Events, Eligibility for Telecommuting and Safety Protocols

The COVID-19 (novel Coronavirus) situation has been evolving quickly. Since this crisis began, OUSD has been working closely with Alameda County Office of Education, local, and state public health officials, and have been reviewing all guidance from the Centers for Disease Control and Prevention (CDC). We are seeking to keep the work of educating our students going while also keeping our students, families, and staff safe, healthy and well-informed.

Steps to Inhibit the spread of the virus:
Given the instances of community spread of COVID-19 that have now begun to appear in the Bay Area, we believe it is our responsibility to take further steps that help inhibit the spread of the virus. We have developed guidelines to help to limit potential exposure. We need every employee's diligence to adhere to these recommendations.

All District Supervisors must adhere to the following protocols:

- **Cancel or postpone events:** At this time, we are canceling or postponing District events (sponsored by OUSD or held on OUSD property) and field trips through the end of OUSD’s Spring Break (Apr. 5) in order to minimize the unnecessary risk of exposure, unless they meet the following criteria. Each site or program needs to be in contact with the applicable Network Superintendent (for school sites) or Deputy Chief (for all other sites and programs) before any gathering (regardless of mitigation) moves forward.

- **Increase use of technology:** An effective strategy for minimizing the spread of the virus is greater social distancing, which includes more effective use of technology. When possible, OUSD encourages phone calls, Google Chat or Zoom video conferencing in place of large meetings or face-to-face meetings.

- **Explore options for telecommuting (working from home):** Any position that provides direct service to school sites will not be able to work from home. Supervisors can discuss working from home options for employees that do not interact with schools and/or serve OUSD employees directly on a daily basis. Supervisors will work with their teams to determine eligibility to work from home using the OUSD Temporary Telecommuting Procedures (see the Ad Hoc Arrangements section at the bottom).

In addition, the CDC continues to advise that many of the same precautions recommended when protecting oneself against the flu can help prevent COVID-19 infection. Employees should:

- **Wash your hands:** Practice good hygiene by washing your hands often with soap and water for 20 seconds. Use hand sanitizer when you are unable to wash your hands. Avoid touching your eyes, nose and mouth with unwashed hands. For the proper handwashing technique please watch this video from the Centers for Disease Control and Prevention.

- **Clean and disinfect** frequently touched surfaces at home and at work.

- **Cover your cough:** If you cough, cover your mouth, then immediately wash your hands. Avoid allowing others to
cough on you. Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands. If you do not have a tissue, use your sleeve (not your hands).

- **Practice healthy habits**: Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids and eat nutritious food.
- **Get the flu shot**: If you have not received your *annual flu shot*, please schedule one with your provider to help protect yourself against the flu.

Employees at higher risk:
According to county public health, people over 60 and people with certain underlying health conditions (cardiovascular disease, diabetes, cancer, heart disease, or chronic lung diseases like COPD, as well as those with severely weakened immune systems) may be at greater risk of contracting COVID-19 and may be at greater risk if they do contract COVID-19. If you have a documented underlying health condition by a physician, please contact your supervisor. Supervisors are encouraged to work with the Talent Partners indicated below.

Employees who come down with fever, cough, or difficulty breathing, please do not come to work and seek medical care. Additionally, we have created guidance for how to approach five different COVID-19 scenarios for students and staff who were exposed or who may or may not have been exposed to Covid-19 and/or are showing symptoms:

1. Scenario 1: Diagnosis - Student/employee has been diagnosed with COVID-19
2. Scenario 2: First-Degree Exposure With COVID-19 Symptoms
3. Scenario 3: First-Degree Exposure WITHOUT COVID-19 Symptoms
4. Scenario 4: COVID-19 Symptoms WITHOUT First-Degree Exposure
5. Scenario 5: Second-Degree Exposure WITHOUT COVID-19 Symptoms

As part of the guidance document, there is a table for each scenario, the tables outline: (1) Direction for Student/Employee, (2) Documentation to support Absences, (3) Documentation for Return to School, and (4) School/District Actions. If you have questions about which scenario applies to a given set of facts, contact your supervisor.

Your absences will be charged to sick leave, and then to personal/vacation leave. If you are ultimately diagnosed with COVID-19, these absences will be covered by FMLA. If you are a full or part-time permanent (including probationary) employee with no sick leave balance and you have exhausted all personal and vacation leave, please contact the Chief of Talent ([tara.gard@ousd.org](mailto:tara.gard@ousd.org)). If you are required to self-quarantine for 14 days and you do not develop symptoms please return to work on the 15th day. If you do develop symptoms, do not return to work until cleared by a doctor.

We understand that there is a great amount of concern, uncertainty and anxiety around COVID-19. While there is much we are learning about COVID-19, one thing we do know is that it has a high recovery rate. We will continue to provide you with updates as we have them. You can find information at any time [here](#) on our website.

Please [share your thoughts](#) about this memo and if you have further questions about the work from home guidelines please contact your Talent Partner:
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