

Yellow Phase Health and Safety Guidelines

June 5, 2020

The health and safety of employees is our highest priority. Each of us has a responsibility to protect ourselves and others. The School District's Reopening Health and Safety Committee has prepared this document that presents an overview of the actions that all onsite employees must take. This overview is based on guidance from the Philadelphia Department of Public Health, the Pennsylvania Department of Education, the Center for Disease Control, and the District's own medical and health experts. Additional guidance will be forthcoming.

Symptom Monitoring Requirement

Employees who have been instructed to return to the workplace during the yellow phase must self monitor temperature and symptoms of illness every morning before reporting to work. Employees should stay home with a fever of 100.4°F or above, COVID-like symptoms or other illness, and/or if they have been in close contact with someone with COVID in the past 14 days. Upon arrival to the workplace, employees will complete a health screening questionnaire. If an employee answers yes to any question on the health screening questionnaire, they will be asked to return home, notify their supervisor and send an email to covid19report@philasd.org.

In the Workplace

- Staff members must be at least six feet away from each other.
- In-person meetings are discouraged. Use video and teleconferencing tools, and minimize large gatherings. If a meeting must be in-person to accomplish its purpose, it must be in a large room with attendees six feet away from each other and wearing masks.
- Lunch and breaks will be contained to an employee's cubicle. Break rooms / lunchrooms and gathering areas are closed for gathering. They may still be utilized for food preparation (one at a time, or multiple people if 6-foot social distancing can be maintained).
- Non-essential visitors are not allowed at this time.
- Signage reinforcing how to stay healthy and safe, i.e. properly wash hands, social distance and wear masks will be posted.

Continue Good Health Hygiene Habits

- Wash hands with soap and water for at least 20 seconds frequently.
- Keep a supply of hand sanitizer nearby (as possible). Sanitizer stations are also installed throughout the building.
- Cover your cough or sneeze with tissue or elbow.
- Clean all high touch areas in your workplace frequently.
- Do not touch your eyes, nose, or mouth.

Mask Requirements

All employees are now required to wear a mask (cloth face-covering, disposable "baby blue" surgical mask, or N95 respirator) that covers her/his mouth and nose at all times while in the workplace.

Please note the following exceptions:

- Employees whose health or safety is put at risk by wearing a mask should contact Employee Health Services at employeehealth@philasd.org prior to entering District buildings to discuss alternatives.
- Employees who work on their own in an enclosed space (e.g., their own office) are permitted to remove their mask if they are seated at least six feet from the doorway. However, they must wear their mask or face covering at all other times.
- Employees who wish to eat or drink may remove their mask to do so, provided they are situated six feet away from others, perform the necessary hand hygiene, and replace the mask when they are done. If an employee does remove their mask to eat or drink, please be careful to maintain your mask on your person by dropping it below the chin or placing it in your pocket. Do not sit mask on tabletops or other surfaces.