



Safeguards to Ensure a Safe Work Environment During the COVID-19 Pandemic

The safety of staff is the greatest concern of FWCS leadership. To that end, the FWCS Health and Wellness and Facilities Departments developed the following safeguards to ensure a safe work environment during the COVID-19 pandemic.

1. **Health screening.** FWCS will use a self-monitoring health screening process.
 - a. Staff should self-monitor for symptoms before physically reporting to work. Symptoms include fever (over 100.4 degrees) or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea. If an employees have any of these symptoms and a reasonable belief that they may have been exposed to COVID-19, they should stay home.
 - b. If employees develop symptoms at work, they should immediately self-isolate, notify their supervisor, return home, isolate from others at home and contact a healthcare provider to request testing.
 - c. Employees must keep their principals/unit heads informed of any COVID-19 presumptive or actual diagnosis. If employees are asked to quarantine as a result of a diagnosed family member or close contact, they must stay home and notify their principal/unit head.
2. **Enhanced cleaning/disinfectant procedures.** FWCS will employ enhanced cleaning and disinfectant procedures throughout the pandemic. Those procedures shall include
 - a. Regular cleaning of high-touch surfaces by custodial staff, and disinfecting all furniture, flat surfaces and floors.
 - b. FWCS will make hand sanitizer and cleaning supplies as readily available to employees as possible. FWCS will use cleaning and disinfectant products from the list recommended by the FDA and CDC and will follow all CDC guidelines. FWCS will provide a central area for pick up and return of these supplies in each building.
 - c. Upon arrival and before leaving work, employees must disinfect frequently touched surfaces including their workspaces, keyboards, printers/copiers, telephones, light switches, and doorknobs using approved cleaners; to do so, employees should spray disinfectant onto a cloth, wear gloves if available to clean and wash hands after cleaning and removing gloves.
 - d. Staff should maintain excellent hand hygiene using soap and water to wash hands for at least twenty seconds or alcohol based hand sanitizer. Employees should wash hands at least every two hours and more often if they touch their faces, sneeze, cough, use the restroom and before eating or drinking.
3. **Signage.** FWCS will post signs reminding and encouraging staff to wash hands near bathrooms and in common areas.
4. **Social Distancing.** Staff should
 - a. maintain six feet between themselves and other employees; FWCS will designate six-foot distances with appropriate markings or signage to ensure social distancing near elevators, copy machines and anywhere staff may congregate;
 - b. limit movement in buildings as much as possible and make custodial staff aware of building movement;
 - c. avoid in-person meetings when possible and must adhere to social distancing guidelines when meetings in person are necessary;
 - d. not gather with others except as is necessary for work-related purposes;
 - e. not share elevators;

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- f. not linger in common eating areas or lounges; cafeterias will remain closed during this period; and
 - g. limit sharing physical work materials.
5. **Barriers.**
- a. FWCS will create barriers between workspaces where six feet of distance between employee work stations is not possible.
 - b. FWCS will erect barriers where staff will need to interact with the public after that date.
6. **Face coverings.**
- a. Staff should wear face coverings when on FWCS premises.
 - b. Staff may remove face coverings in their own offices, alone with doors closed.
 - c. Masks may be reused but should be laundered daily using high temperature washing and dryer settings. If masks are used for long periods throughout the day, consider changing to a fresh mask if it becomes moist or soiled with mucus.
7. **Vulnerable employees.** FWCS will rely on employees to self-identify as members of a high-risk or vulnerable population, defined as individuals sixty-five and older and those who are sick or have underlying medical issues. These employees should notify their supervisors if they are concerned about returning to work. Supervisors should notify the HR Manager of Operations (Deb Dolsen) about employee concerns.

FWCS will share these safeguards electronically with each employee and post them on the public website to conform with Executive Order 20-26. These safeguards adhere to guidance from the Center for Disease Control, the IOSHA and the Allen County Health Department.