

Reopening CCSD

Phase One Plan

Revised: May 8, 2020

Contents

REOPENING CCSD - PHASE ONE PLAN	2
General Overview for Phase 1	2
Defined criteria to be satisfied before state proceeds with Phase 1:.....	2
General Guidance for COVID-19 and Employee Health.....	3
PHASE 1 CCSD WORK LOCATION GUIDELINES.....	4
Five to Seven (5 to 7) Days Prior to Phase 1 Reopening	4
One to Three (1 to 3) Days Prior to Reopening.....	5
Organizational Reopening (First Operational and Beyond)	5
Ongoing Expectations	6
Appendix 1: CDC Poster Guidance	7
Appendix 2: CDC Hygiene Posters.....	15
Appendix 3: Employee Return to Work	19
Questionnaire	19
Guidance as Employees Return to Work	20
Guidelines to Reduce Transmission among Employees	22
Return of an Employee from Home Isolation or COVID-19 Positive	22
Return of an Employee after Caring for a Family Member or Other Individual	23
Sample Fictional Employees Scenarios	25
Appendix 4: Southern Nevada Health District Guidance	26

REOPENING CCSD - PHASE ONE PLAN

General Overview for Phase 1

It is expected that the Governor may soon lift the current “Stay at Home Nevada” order in the near future. In preparation for when this occurs, this document and information contained herein is being provided to inform and support doing so in the safest manner. It is expected that as the Federal Government's phased approach to opening is implemented by the State of Nevada, that CCSD will follow suit by ramping up its operations accordingly for employees, supervisors, offices and buildings.

Note: All CCSD Facilities and buildings will remain closed to the general public during Phase 1. In addition, all schools will remain closed for students for the remainder of the 2019-2020 school year.

Defined criteria to be satisfied before state proceeds with Phase 1:

SYMPTOMS COVID-19	CASES COVID-19	HOSPITAL STATUS COVID-19
<ul style="list-style-type: none">•Downward trajectory of influenza-like illnesses reported within a 14 day period, AND•Downward trajectory of covid-like syndromic cases reported within a 14-day period.	<ul style="list-style-type: none">•Downward trajectory of documented cases within a 14-day period, OR•Downward trajectory of positive tests as a percent of total tests within a 14-day period (flat or increasing volume of tests)	<ul style="list-style-type: none">•Ability to treat all patients with our crisis care, OR•Robust testing program in place for at-risk healthcare workers, including emerging antibody testing.

When this phased approach begins, it can mean additional employees will be asked to report to physical work sites to begin the work needed to resume our operations. This work is vitally important and must be completed in support of the safety and health of our employees and work environments. Every employee should be reminded that we are responsible not only for our own health and safety while we are at work, but also for the health and safety of our colleagues as well.

The health and safety of every individual, our workforce and our community as a whole, depends upon the compliance and adherence to this guidance and those of the health professionals. The COVID-19 virus and our CCSD response has been an evolving situation and it is incumbent upon all employees to stay abreast of all developments and communications. Employees are encouraged to ask any and all questions related to the virus as it may relate to working conditions and safety.

General Guidance for COVID-19 and Employee Health

All individuals should monitor their health and symptoms (fever, shortness of breath, etc.). Any individual who does not feel well or is symptomatic (fever, shortness of breath, etc.) should remain at home and away from others. Under no circumstances should any employee with any symptoms report to the workplace (Appendix 1: CDC Poster Guidance).

When in public or at work, all persons should maximize physical distance from others. Work locations will provide the appropriate size teams to support social distance and the personal space between individual employees should also be observed. Both supervisors and employees should constantly monitor for socializing and ensure the avoidance of groups. All CCSD team members should also monitor to avoid those circumstances that do not allow for appropriate physical distancing. Again, every individual is responsible for the safety and health of themselves and their employees.

Individuals returning to worksites who may have any of the serious underlying health conditions as noted by the CDC, should take any and all precautions necessary to protect themselves, especially while they are in the workplace. This may include (not all inclusive) maintaining social distances, following CDC recommended guidance for good hygiene and/or the wearing of proper equipment (masks) necessary to mitigate the contraction or spread of the COVID-19 virus.

When an employee's responsibilities cannot be completed at home, then the employee should work with their supervisor and the appropriate department to identify appropriate leave opportunities whether paid or unpaid. This may include available COVID-19 leave from the federal government, CCSD leave or perhaps leave which may be approved as an accommodation under the Americans with Disabilities Act Amendments Act ("ADA").

All employees should minimize any non-essential travel. If an employee does travel, they must report it to their supervisor so as to protect others and follow CDC guidelines regarding isolation and protection of your colleagues following travel.

Individuals Should Continue to Practice Good Hygiene. Employees should wash their hands with soap and water or use hand sanitizer, especially after touching frequently used items or surfaces. CCSD team members should avoid touching their face or sneeze or cough into a tissue or the inside of your elbow. In addition, employees should disinfect frequently used items and surfaces as often as possible. Face coverings are permitted while in public or in the workplace but are not currently required (Appendix 2: CDC Hygiene Posters).

All Individuals Feeling Sick Should Stay Home. Employees should not go to work or stay at work if they feel ill. Employees should contact and follow the advice of their medical provider. In addition, employees and supervisors should stay in contact and communicate often and openly discuss any return to work to support the health of other employees (Appendix 3: Employee Return for Illness).

PHASE 1 CCSD WORK LOCATION GUIDELINES

Five to Seven (5 to 7) Days Prior to Phase 1 Reopening

Based on the Governor lifting the Stay at Home Nevada expectations, supervisors will set in place a 5 to 7 day plan to return employees to work. Work location supervisors will be expected to contact and review back to work expectations with all employees. Where it is possible, feasible and aligned to business operations, employees can be allowed to continue with telecommuting (working from home) and be advised of the ability to continue such practices.

It is noted however that there are some positions where telecommuting is infeasible due to the nature of the work provided. As such, those employees who cannot be approved for telecommuting (work from home or other off site location) because of their job functions, may have the opportunity to explore available paid or unpaid leave options, depending upon their individual circumstances.

Those employees who are not authorized for telecommuting may:

1. Request to utilize available paid leave (sick, vacation, Federal etc.) where appropriate
2. Request an unpaid leave of absence in accordance with CCSD Regulation 4355.

ADA Accommodations. Those employees who have exhausted all available leave options but have a serious underlying medical condition and/or are within the age group deemed to be most vulnerable by the CDC, may contact the Office of Diversity and Affirmative Action/ADA and Title IX programs at (702) 799-5087 to request an accommodation. Employees in these categories who request an accommodation may be granted additional unpaid leave as an accommodation.

What will be needed to request an accommodation?

Employees may need to take an “ADA Packet” containing a simple questionnaire to their healthcare professional. This questionnaire will give the Office of Diversity and Affirmative Action/ADA and Title IX programs critical information necessary to determine whether or not the employee has a “qualifying medical condition” under the ADA. This information is necessary as it helps to identify appropriate accommodation options for the employee.

Alternatively, if the employee already has in their possession, information related to their medical condition and functional limitations and/or they have submitted similar information to another CCSD department (e.g. Human Resources or FML) then the employee may provide this information to the Office of Diversity and Affirmative Action/ADA and Title IX programs, in lieu of having the ADA questionnaire completed by their healthcare professional.

Note: It is important to note that employees must be on some type of approved leave to avoid being counted as AWOL. Being AWOL could result in an employee being subject to discipline up to and including termination.

Under Phase 1 where employees will return to work locations, they should be informed of their expected start date. Supervisors and work location managers are expected to develop shifts or other phased approaches for returning employees to the workplace. Employees should be divided into groups

and scheduled so as to allow for the necessary work to be completed safely and with required social distancing.

Supervisors are expected to develop a plan for common areas such as break rooms, bathrooms, work rooms, etc. so as to enforce the proper protocols based on group size and social distancing.

One to Three (1 to 3) Days Prior to Reopening

During this time period, work location supervisors will have already informed impacted employees and developed team, group or phased approaches for the workplace, to include all necessary safety precautions. The expectation is that supervisors walk through the work locations as an employee in preparation for the first day's reopening.

Supervisors should be thinking about and preparing to inform each shift or group about what is necessary to safely enter and exit the workplace and the expectations for safety during the work day. Employees should be very clear of the expectations upon arrival. This includes communication about, but not limited to, signing in, social distancing, information related to expectations and safety, workday, hours of operation, etc. Supervisors should ensure the work location is fully prepared and ready for employees to return including supplies, CDC guidance, rules, plans for social distancing and support of PPE only if necessary. PPE necessary to maintain employee safety while performing regular job duties is still required per Occupational Safety and Health Administration (OSHA) standards and will be provided by the work site, as usual.

Organizational Reopening (First Operational and Beyond)

These processes and expectations should be repeated as many times as necessary based on the number of shifts or phases being utilized.

The first day of return for employees should include a safety gathering following the necessary safety protocols related to COVID-19. These safety meetings should review all necessary guidance and workplace information for the employees. Information must include, washing of hands, staying or going home if not feeling well, social distancing, health monitoring, and other expectations for a safe and healthy work environment.

All employees should be reminded that based on the length of closure that the environments they are working in are now considered safe by CDC and SNHD guidelines. Keeping them safe will require everyone's constant and consistent efforts. All individuals should be reminded that employee safety is related to a common approach where everyone is responsible to protect themselves and their fellow employees.

This common approach should include reminders and guidance related to: washing your hands with soap and water or using hand sanitizer, especially after touching frequently used items or surfaces; to avoid touching your face; to sneeze or cough into a tissue, or the inside of your elbow; to disinfect

frequently used items and surfaces as much as possible; and to strongly consider using face coverings while in public, and particularly when using mass transit.

In addition to the above reminders, workplace specific situations should be covered. These should include items such as: where to wait prior to the day beginning, how to sign in and out, where and how to take breaks and eat lunch; and how to conduct all business in compliance with social distancing. Employees should be encouraged to ask any and all questions they have concerning procedures in the work environment.

All employees should be made aware that the guidance related to a phased reopening may change and should monitor email and other means of District communication. The COVID-19 virus and our CCSD response has been an evolving situation and it is incumbent upon all employees to stay abreast of all developments and communications.

Ongoing Expectations

Phase 1 plans for operations for all work locations must be constantly reviewed and revised. The organizational situations and guidance related to COVID-19 will continue to evolve and require work locations to change and adjust plans of operation. Work location supervisors must be cognizant and aware of changing guidance and be ready to make necessary changes to support employee safety and the safe operations of the workplace.

Phase 1 communication strategies and processes must be open and transparent. In these times, supervisors will have to create opportunities for additional communication in person or via email, phone and text to ensure information flows directly to impacted employees. Supervisors should assist in providing information to support the new workplace environment and aim to diminish employee fears and concerns.

In addition, communication from the employees to supervisors must also be established and maintained as a workplace priority. All employees and supervisors should be encouraged to ask any and all questions they have concerning procedure and conditions in the work environment. The COVID-19 virus and our CCSD response will continue to evolve and change and it is incumbent upon all employees to stay abreast of all developments, keep lines of communication open and create an environment where dialog can occur.

What you should know about COVID-19 to protect yourself and others



Know about COVID-19

- Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
- The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
- COVID-19 symptoms can range from mild (or no symptoms) to severe illness.



Know how COVID-19 is spread

- You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person.
- You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.



Protect yourself and others from COVID-19

- There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.
- Stay home as much as possible and avoid close contact with others.
- Wear a cloth face covering that covers your nose and mouth in public settings.
- Clean and disinfect frequently touched surfaces.
- Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.



03/18/2020 04/15/2020



Practice social distancing

- Buy groceries and medicine, go to the doctor, and complete banking activities online when possible.
- If you must go in person, stay at least 6 feet away from others and disinfect items you must touch.
- Get deliveries and takeout, and limit in-person contact as much as possible.



Prevent the spread of COVID-19 if you are sick

- Stay home if you are sick, except to get medical care.
- Avoid public transportation, ride-sharing, or taxis.
- Separate yourself from other people and pets in your home.
- There is no specific treatment for COVID-19, but you can seek medical care to help relieve your symptoms.
- If you need medical attention, call ahead.



Know your risk for severe illness

- Everyone is at risk of getting COVID-19.
- Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more severe illness.

cdc.gov/coronavirus

Lo que necesita saber sobre la enfermedad del coronavirus 2019 (COVID-19)

¿Qué es la enfermedad del coronavirus 2019 (COVID-19)?

La enfermedad del coronavirus 2019 (COVID-19) es una afección respiratoria que se puede propagar de persona a persona. El virus que causa el COVID-19 es un nuevo coronavirus que se identificó por primera vez durante la investigación de un brote en Wuhan, China.

¿Pueden las personas en los EE. UU. contraer el COVID-19?

Sí. El COVID-19 se está propagando de persona a persona en partes de los Estados Unidos. El riesgo de infección con COVID-19 es mayor en las personas que son contactos cercanos de alguien que se sepa que tiene el COVID-19, por ejemplo, trabajadores del sector de la salud o miembros del hogar. Otras personas con un riesgo mayor de infección son las que viven o han estado recientemente en un área con propagación en curso del COVID-19.

¿Ha habido casos de COVID-19 en los EE. UU.?

Sí. El primer caso de COVID-19 en los Estados Unidos se notificó el 21 de enero del 2020. La cantidad actual de casos de COVID-19 en los Estados Unidos está disponible en la página web de los CDC en <https://www.cdc.gov/coronavirus/2019-ncov/cases-in-us.html>.

¿Cómo se propaga el COVID-19?

Es probable que el virus que causa el COVID-19 haya surgido de una fuente animal, pero ahora se está propagando de persona a persona. Se cree que el virus se propaga principalmente entre las personas que están en contacto cercano unas con otras (dentro de 6 pies de distancia), a través de las gotitas respiratorias que se producen cuando una persona infectada tose o estornuda. También podría ser posible que una persona contraiga el COVID-19 al tocar una superficie u objeto que tenga el virus y luego se toque la boca, la nariz o posiblemente los ojos, aunque no se cree que esta sea la principal forma en que se propaga el virus. Infórmese sobre lo que se sabe acerca de la propagación de los coronavirus de reciente aparición en <https://www.cdc.gov/coronavirus/2019-ncov/about/transmission-sp.html>.

¿Cuáles son los síntomas del COVID-19?

Los pacientes con COVID-19 han tenido enfermedad respiratoria de leve a grave con los siguientes síntomas:

- fiebre
- tos
- dificultad para respirar

¿Cuáles son las complicaciones graves provocadas por este virus?

Algunos pacientes presentan neumonía en ambos pulmones, insuficiencia de múltiples órganos y algunos han muerto.



CS-204907-1 MCS-205140 03/20/2020

¿Qué puedo hacer para ayudar a protegerme?

Las personas se pueden proteger de las enfermedades respiratorias tomando medidas preventivas cotidianas.

- Evite el contacto cercano con personas enfermas.
- Evite tocarse los ojos, la nariz y la boca con las manos sin lavar.
- Lávese frecuentemente las manos con agua y jabón por al menos 20 segundos. Use un desinfectante de manos que contenga al menos un 60 % de alcohol si no hay agua y jabón disponibles.

Si está enfermo, para prevenir la propagación de la enfermedad respiratoria a los demás, debería hacer lo siguiente:

- Quedarse en casa si está enfermo.
- Cubrirse la nariz y la boca con un pañuelo desechable al toser o estornudar y luego botarlo a la basura.
- Limpiar y desinfectar los objetos y las superficies que se tocan frecuentemente.

¿Qué debo hacer si he regresado recientemente de un viaje a un área con propagación en curso del COVID-19?

Si ha llegado de viaje proveniente de un área afectada, podrían indicarle que no salga de casa por hasta 2 semanas. Si presenta síntomas durante ese periodo (fiebre, tos, dificultad para respirar), consulte a un médico. Llame al consultorio de su proveedor de atención médica antes de ir y dígame sobre su viaje y sus síntomas. Ellos le darán instrucciones sobre cómo conseguir atención médica sin exponer a los demás a su enfermedad. Mientras esté enfermo, evite el contacto con otras personas, no salga y postergue cualquier viaje para reducir la posibilidad de propagar la enfermedad a los demás.

¿Hay alguna vacuna?

En la actualidad no existe una vacuna que proteja contra el COVID-19. La mejor manera de prevenir infecciones es tomar medidas preventivas cotidianas, como evitar el contacto cercano con personas enfermas y lavarse las manos con frecuencia.

¿Existe un tratamiento?

No hay un tratamiento antiviral específico para el COVID-19. Las personas con el COVID-19 pueden buscar atención médica para ayudar a aliviar los síntomas.

[cdc.gov/COVID19-es](https://www.cdc.gov/COVID19-es)



Feeling Sick?

Stay home when you are sick!

If you feel unwell or have the following symptoms
please leave the building and contact your health care provider.
Then follow-up with your supervisor.

DO NOT ENTER if you have:



FEVER



COUGH



**SHORTNESS OF
BREATH**



CS 316329-B March 22, 2020 6:51 PM

cdc.gov/CORONAVIRUS



Feeling Sick?

Stay home when you are sick!

If you feel unwell or have the following symptoms
please leave the building and contact your health care provider.
Then follow-up with your supervisor.

DO NOT ENTER if you have:



FEVER



COUGH



**SHORTNESS
OF BREATH**



CS19128-6 March 22, 2020 11:11 AM

cdc.gov/CORONAVIRUS



¿Se siente enfermo?

¡Quédese en casa si está enfermo!

Si no se siente bien o tiene alguno de estos síntomas,
**por favor, salga del edificio y comuníquese con su
proveedor de atención médica.**

Luego, póngase en contacto con su supervisor.

NO ENTRE si tiene:



FIEBRE



TOS



**DIFICULTAD
PARA RESPIRAR**



cdc.gov/CORONAVIRUS-ES



¿Se siente enfermo?

¡Quédese en casa si está enfermo!

Si no se siente bien o tiene alguno de estos síntomas,
por favor, salga del edificio y comuníquese con su proveedor de atención médica.
Luego, póngase en contacto con su supervisor.

NO ENTRE si tiene:



FIEBRE



TOS



**DIFICULTAD
PARA
RESPIRAR**



CS391204-1 March 26, 2020 1:17 PM

cdc.gov/CORONAVIRUS-ES

Prevent the spread of COVID-19 if you are sick

Accessible version: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

If you are sick with COVID-19 or think you might have COVID-19, follow the steps below to help protect other people in your home and community.

Stay home except to get medical care.

- **Stay home.** Most people with COVID-19 have mild illness and are able to recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- **Take care of yourself.** Get rest and stay hydrated.
- **Get medical care when needed.** Call your doctor before you go to their office for care. But, if you have trouble breathing or other concerning symptoms, call 911 for immediate help.
- **Avoid public transportation, ride-sharing, or taxis.**



Separate yourself from other people and pets in your home.

- **As much as possible, stay in a specific room and away from other people and pets in your home.** Also, you should use a separate bathroom, if available. If you need to be around other people or animals in or outside of the home, wear a cloth face covering.
- See COVID-19 and Animals if you have questions about pets: <https://www.cdc.gov/coronavirus/2019-ncov/faq.html#COVID19animals>



Monitor your symptoms.

- **Common symptoms of COVID-19 include fever and cough.** Trouble breathing is a more serious symptom that means you should get medical attention.
- **Follow care instructions from your healthcare provider and local health department.** Your local health authorities will give instructions on checking your symptoms and reporting information.



If you develop emergency warning signs for COVID-19 get medical attention immediately.

Emergency warning signs include*:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or not able to be woken
- Bluish lips or face

*This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning to you.

Call 911 if you have a medical emergency. If you have a medical emergency and need to call 911, notify the operator that you have or think you might have COVID-19. If possible, put on a facemask before medical help arrives.

Call ahead before visiting your doctor.

- **Call ahead.** Many medical visits for routine care are being postponed or done by phone or telemedicine.
- **If you have a medical appointment that cannot be postponed, call your doctor's office.** This will help the office protect themselves and other patients.



If you are sick, wear a cloth covering over your nose and mouth.

- **You should wear a cloth face covering over your nose and mouth if you must be around other people or animals, including pets (even at home).**
- **You don't need to wear the cloth face covering if you are alone.** If you can't put on a cloth face covering (because of trouble breathing for example), cover your coughs and sneezes in some other way. Try to stay at least 6 feet away from other people. This will help protect the people around you.



Note: During the COVID-19 pandemic, medical grade facemasks are reserved for healthcare workers and some first responders. You may need to make a cloth face covering using a scarf or bandana.



11/12/2020 04/17/2021

cdc.gov/coronavirus

ما الذي يتعين عليك فعله إذا كنت مصاباً بمرض فيروس كورونا 2019 (COVID-19)

إذا كنت مصاباً بفيروس كورونا (COVID-19) أو تشك أنك مصاباً بالفيروس المسبب لمرض فيروس كورونا (COVID-19)، فاتباع الخطوات التالية وذلك لتساعد في الحد من انتقال المرض للأشخاص في منزلك ومجتمعك.

نظف يديك بشكل متكرر

اغسل يديك بالماء والصابون بشكل متكرر لمدة 20 ثانية على الأقل. في حال عدم توفر الماء والصابون، نظف يديك بمطهر يدين كحولي بنسبة لا تقل عن 60%، مغطياً كل أسطح يديك وافرك يديك معاً حتى تجف. يُفضل استخدام الماء والصابون إذا كانت اليدين متسخة بشكل واضح. تجنب لمس عينيك، وأنفك، وفمك بيديك غير المغسولتين.

نظف كل الأسطح "الملموسة بكثرة" يومياً

تضمن الأسطح الملموسة بكثرة المناضد، وأسطح الطاولات، ومقابض الأبواب، ومستلزمات الحمام، والمراحيض، والهواتف المحمولة، ولوحات المفاتيح، والأجهزة اللوحية، والطاولات بجانب السرير. نظف أيضاً أي أسطح قد تحتوي على دم، أو براز، أو سوائل الجسم. استخدم بخاخ التنظيف المنزلي أو المناديل المبللة، وفقاً لتعليمات الملصق. تحتوي الملصقات على تعليمات الاستخدام الآمن والفعال لمنتج التنظيف بما في ذلك الاحتياطات التي يجب عليك اتخاذها عند استعمال المنتج، مثل ارتداء القفازات والتأكد من وجود تهوية جيدة عند استخدام المنتج.

راقب أعراضك

اطلب الرعاية الطبية الفورية إذا كان مرضك يزداد سوءاً (مثلاً، ضيق في التنفس). قبل طلب الرعاية، اتصل بمقدم الرعاية الصحية وأخبره أنك مصاب، أو يُجرى تقييم إصابتك بفيروس كورونا (COVID-19). ارتد قناع الوجه قبل دخولك المنشأة. سوف تساعد هذه الخطوات عيادة مقدم الرعاية الصحية على حماية الأشخاص الآخرين المتواجدين في العيادة أو غرفة الانتظار من الإصابة أو التعرض للإصابة بالفيروس.

اطلب من مقدم الرعاية الصحية أن يتصل بإدارة الصحة المحلية أو الدولية. يجب على الأشخاص الذين يخضعون للمراقبة النشطة أو المراقبة الذاتية البُشرة اتباع التعليمات التي تقدمها إدارة الصحة المحلية أو اختصاصي الصحة المهنية، حسب الاقتضاء.

إذا كانت لديك حالة طبية طارئة وتحتاج إلى الاتصال برقم 911، فأبلغ موظف الاتصالات بأنك مصاب، أو يُجرى تقييم إصابتك بفيروس كورونا (COVID-19). ارتد قناع الوجه قبل وصول الخدمات الطبية الطارئة، إن أمكن ذلك.

إيقاف العزل المنزلي

يجب أن يبقى المرضى الذين ثبتت إصابتهم بفيروس كورونا (COVID-19) ضمن احتياطات العزل المنزلي وذلك لحين انخفاض خطر انتقال العدوى الثانوية إلى الآخرين. يجب اتخاذ قرار إيقاف احتياطات العزل المنزلي على أساس كل حالة على حدة وذلك بالتشاور مع مقدمي الرعاية الصحية وإدارات الصحة المحلية والدولية.

الزم البقاء في المنزل ولا تخرج إلا لتلقي الرعاية الطبية

يجب عليك أن تحد من النشاطات خارج منزلك، إلا لتلقي الرعاية الطبية. لا تذهب إلى العمل أو المدرسة أو الأماكن العامة. تجنب استخدام وسائل النقل العامة، أو خدمة مشاركة الركوب، أو سيارات الأجرة.

اعزل نفسك عن الأشخاص الآخرين والحيوانات في منزلك

الأشخاص: يجب عليك، قدر المستطاع، البقاء في غرفة محددة بعيداً عن الأشخاص الآخرين في المنزل. ويجب عليك أيضاً استخدام مرحاض منفصل، إن كان ذلك متاحاً.

الحيوانات: يجب عدم التعامل مع الحيوانات الأليفة أو غيرها من الحيوانات أثناء الشعور بالمرض. يُرجى الإطلاع على [الحيوانات وفيروس كورونا \(COVID-19\)](#) لمزيد من المعلومات.

اتصل مسبقاً قبل أن تزور طبيبك

إذا كان لديك موعد مع طبيبك، فاقصص لمقدم الرعاية الصحية وأخبره أنك مصاب أو قد تكون مصاب بفيروس كورونا (COVID-19). وسيساعد ذلك عيادة مقدم الرعاية الصحية في أخذ التدابير اللازمة لحماية الأشخاص الآخرين من الإصابة أو التعرض للإصابة بالفيروس.

ارتد قناع الوجه

يلزم عليك ارتداء قناع الوجه عندما تكون محاطاً بأشخاص آخرين (مثل، مشاركة الحجرة أو وسائل النقل) أو حيوانات الأليفة وقبل دخولك عيادة مقدم الرعاية الصحية. إن لم تكن قادراً على ارتداء قناع الوجه (لأنه يسبب لك مشكلات تنفسية على سبيل المثال)، فيتعين على الأشخاص الذين يعيشون معك ألا يبقوا معك في نفس الغرفة، أو أن يرتدوا قناع الوجه إذا دخلوا غرفتك.

غط فمك عند السعال والعطس

عند السعال أو العطس، غط أنفك وفمك بمنديل ورقي. ارمِ المناديل الورقية المستعملة في سلة مهملات مبطنة، واغسل يديك فوراً بالماء والصابون لمدة 20 ثانية على الأقل أو نظف يديك بمطهر يدين كحولي بنسبة لا تقل عن 60-95% مغطياً كل أسطح يديك وافرك يديك معاً حتى تجف. يُفضل استخدام الماء والصابون إذا كانت اليدين متسخة بشكل واضح.

تجنب مشاركة الأدوات المنزلية الشخصية

يحظر عليك مشاركة الأطباق، أو أكواب الشرب، أو الفناجين، أو أدوات تناول الطعام، أو المناشف، أو مفارش الأريكة مع الأشخاص الآخرين أو الحيوانات الأليفة في منزلك. ينبغي عليك غسل هذه الأدوات بالماء والصابون بشكل جيد بعد استخدامها.

www.cdc.gov/COVID19



01/14/2020 03:15:07:46

Appendix 2: CDC Hygiene Posters



Ten Steps All Workplaces Can Take to Reduce Risk of Exposure to Coronavirus

All workplaces can take the following infection prevention measures to protect workers:

- 1 Encourage workers to stay home if sick.
- 2 Encourage respiratory etiquette, including covering coughs and sneezes.
- 3 Provide a place to wash hands or alcohol-based hand rubs containing at least 60% alcohol.
- 4 Limit worksite access to only essential workers, if possible.
- 5 Establish flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts), if feasible.
- 6 Discourage workers from using other workers' phones, desks, or other work tools and equipment.
- 7 Regularly clean and disinfect surfaces, equipment, and other elements of the work environment.
- 8 Use Environmental Protection Agency (EPA)-approved cleaning chemicals with label claims against the coronavirus.
- 9 Follow the manufacturer's instructions for use of all cleaning and disinfection products.
- 10 Encourage workers to report any safety and health concerns.

For more information, visit www.osha.gov/coronavirus or call 1-800-321-OSHA (6742).



OSHA
Occupational
Safety and Health
Administration
www.osha.gov

1-800-321-OSHA (6742)
TTY 1-877-889-5627

OSHA 3994-04-2020



Diez Medidas que Todos los Lugares de Trabajo Pueden Tomar para Prevenir la Exposición al Coronavirus

Todos los lugares de trabajo pueden tomar las siguientes medidas para la prevención de infecciones y proteger a los trabajadores:

- 1 Alentar que los trabajadores permanezcan en sus hogares si están enfermos.
- 2 Alentar buenos hábitos respiratorios, incluyendo cubrirse la boca al toser y estornudar.
- 3 Proveer un lugar para lavarse las manos o toallitas de mano que contengan al menos un 60% de alcohol.
- 4 Limitar el acceso al lugar de trabajo sólo al personal esencial, de ser posible.
- 5 Establecer la flexibilidad para el lugar de trabajo (e.g., trabajos desde la casa) y el horario de trabajo (e.g., turnos de trabajo escalonados), en cuanto sea posible.
- 6 Desalentar que los trabajadores utilicen los teléfonos, escritorios, u otras herramientas y equipo de trabajo de sus compañeros de labores.
- 7 Limpiar y desinfectar con frecuencia las superficies, equipo y otros elementos del ambiente de trabajo.
- 8 Usar químicos de limpieza con etiquetas de desinfectantes aprobados por la Agencia de Protección Ambiental (EPA, por sus siglas en inglés).
- 9 Seguir las instrucciones del fabricante para el uso de todo producto de limpieza y desinfección.
- 10 Alentar que los trabajadores denuncien cualquier preocupación acerca de la seguridad y la salud en el trabajo.

Para más información, visite www.osha.gov/coronavirus o llame al 1-800-321-OSHA (6742).

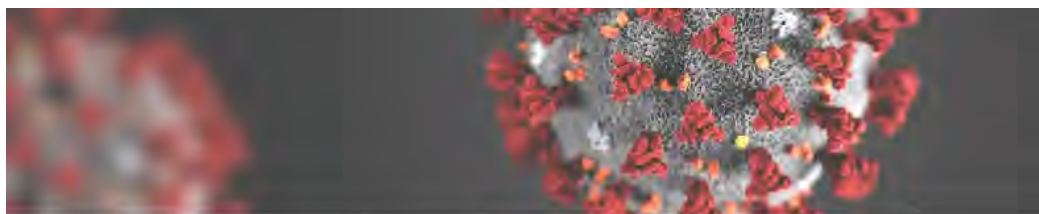


OSHA
www.osha.gov

Administración de
Seguridad y Salud
Ocupacional

1-800-321-OSHA (6742)
TTY 1-877-889-5627

OSHA 5995-04 2020



Sampung Hakbang na Maaaring Gawin sa Lahat ng mga Lugar ng Trabaho upang Mabawasan ang Panganib sa Pagkalantad sa Coronavirus

Ang lahat ng mga lugar ng trabaho ay maaaring gawin ang sumusunod na mga hakbang sa pagpigil ng impeksyon upang protektahan ang mga manggagawa:

- 1 Hikayatin ang mga manggagawa na manatili sa bahay kung may sakit.
- 2 Hikayatin ang tamang kasanayan kaugnay sa panghinga, kabilang ang pagtakip ng ubo at pagbahing.
- 3 Maglaan ng isang lugar para sa paghugas ng mga kamay o mga pamahid sa kamay na hindi baba sa 60% alkohol.
- 4 Kung maari, ilimita ang lugar ng trabaho sa pangunahing mga manggagawa lamang.
- 5 Magtatag ng nababagong lugar ng trabaho (hal., pagtatrabaho sa bahay) at nababagong mga oras ng trabaho (hal., nakaayos na mga pasok ng trabaho), kung magagawa.
- 6 Sikaping pigilan ang mga manggagawa na gamitin ang mga telepono, mesa, o ibang mga kasangkapan at kagamitan sa trabaho ng ibang mga manggagawa.
- 7 Regular na linisin at disimpektahin ang mga ibabaw, kagamitan, at ibang mga elemento sa kapaligiran ng trabaho.
- 8 Gumamit ng mga kemikal na panlinis na aprubado ng Ahensiya sa Pangangalaga ng Kapaligiran (EPA, Environmental Protection Agency) na may nakatatag na mga pahayag laban sa coronavirus.
- 9 Sumunod sa mga tagubilin ng tagagawa para sa paggamit ng lahat ng mga produktong panlinis at pang-disimpekta.
- 10 Hikayatin ang mga manggagawa na iulat ang anumang mga alalahanin tungkol sa kaligtasan at kalusugan.

Para sa karagdagang impormasyon, bumisita sa www.osha.gov/coronavirus o tumawag sa 1-800-321-OSHA (6742).



OSHA
www.osha.gov

Pangangasiwa
ng Kaligtasan at
Kalusugan sa Trabaho

1-800-321-OSHA (6742)
TTY 1-877-889-5627

OSHA and the Department of Labor are committed to ensuring a safe and healthy workplace for all workers.



عشر خطوات يمكن لكافة أماكن العمل اتباعها للحد من خطر الإصابة بفيروس كورونا

يمكن لكافة أماكن العمل اتباع تدابير الوقاية من العدوى التالية لحماية العمال:

- ١ حث العمال على البقاء في منازلهم إذا شعروا بالمرض.
- ٢ الحث على اتباع السلوكيات الصحيحة لأمراض الجهاز التنفسي؛ بما في ذلك تغطية الأنف والفم عند السعال أو العطس.
- ٣ توفير مكان لغسل اليدين، أو معقم يدين بالكحول يحتوي على نسبة ٦٠٪ من الكحول على الأقل.
- ٤ قصر الدخول إلى موقع العمل على العمال الضروريين فقط، إن كان ذلك ممكناً.
- ٥ تحديد مواقع عمل مرنة (على سبيل المثال: العمل عن بُعد)، وساعات عمل مرنة (على سبيل المثال: نوبات تبادلية)، إن أمكن.
- ٦ حث العمال على عدم استخدام هواتف أو مكاتب أو أدوات عمل أو معدات عمال آخرين.
- ٧ تنظيف الأسطح والمعدات وعناصر بيئة العمل الأخرى، وتعقيمها.
- ٨ استخدام مواد التنظيف الكيميائية المُعتمدة من وكالة حماية البيئة (EPA)، والتي عليها ملصق مكافحة فيروس كورونا.
- ٩ اتباع تعليمات المصنع في استخدام كل منتجات التنظيف والتعقيم.
- ١٠ حث العمال على الإبلاغ عن أي مخاوف بشأن السلامة والصحة.

للمزيد من المعلومات، يرجى زيارة موقع
www.osha.gov/coronavirus

أو الاتصال على الرقم ١-٨٠٠-٣٢١-٦٧٤٢
إدارة السلامة والصحة المهنية (٦٧٤٢)

١-٨٠٠-٣٢١-٦٧٤٢ إدارة السلامة والصحة
المهنية (٦٧٤٢)
TTY 1-877-889-5627

إدارة سلامة
والصحة المهنية

OSHA
www.osha.gov



Appendix 3: Employee Return to Work

As a supervisor you are receiving this information in preparation for a future time when employees who have been determined to have been diagnosed with, been exposed to, or cared for a family member or other individual who had COVID-19 and are asymptomatic and feel well enough and desire to return to work. We want our employees to return to work when they feel able, but all of us want to do so in a manner that is responsible and supports a healthy and safe workplace. This guidance and the questionnaire were prepared using the latest CDC guidance and will be updated accordingly. **This questionnaire is ONLY for suspected or diagnosed COVID-19 situations outlined below or stayed home to care for a family member or other individual.**

Employees are expected to notify their supervisor if they were isolated at home due to a positive COVID-19 diagnosis, had a potential exposure to COVID-19, or stayed home to care for a family member or other individual. The questionnaire is intended only to record information obtained from an employee when they call and indicate a desire and ability to return to work. In all cases, the supervisor must complete the questionnaire with the employee. The goal is to determine if the employee is eligible to return, based on the CDC guidance and to set a date for the employee to return to the workplace.

Of importance to note, at this time, and in accordance with CDC Guidelines and the Nevada Department of Health and Human Services, the Medical Advisory Team (MAT) has indicated that **employers should not require a COVID-19 test result or a healthcare provider's note for employees who are sick to validate their illness, qualify for sick leave, or to return to work.**

The questionnaire can be found at this link. <https://forms.gle/2NwThMbbThU86K427>

Questionnaire

This questionnaire is intended ONLY for self-reported, suspected or diagnosed COVID- 19 situations and not for use in other situations. The Questionnaire Has Three Sections:

Section One – Identifying Information. This section will ask for identifying information including work location, first and last name of an employee, an employee ID number (if available) and a job title. All of the information will have to be entered into the form. The final question in this section requires a supervisor to determine what reason best describes why an employee was out. In this case a pull down menu of choices is provided.

Section Two - Conditions. This section will gather information on the conditions to make a determination for a return to work. Questions will capture the last day an employee reported to work, exposure date (if known), whether an employee experienced COVID-19 symptoms and the date symptoms began. Answers will be recorded by a pull down calendar or a “yes” or “no” response. As a supervisor you should mark these responses appropriately.

The next two questions of Section Two relate to an employee's current condition.

Question: Has it been at least 3 days (72 hours) since the employee has been symptom free?

Answer: Yes or No

In this case, "symptom free" means no longer having a fever without the use of fever-reducing medication and no respiratory symptoms (e.g. cough, shortness of breath). Select "YES" if the employee reports themselves as symptom free for at least 72 hours or the employee never experienced symptoms.

Has it been at least 7 full calendar days since the employee first experienced symptoms?

Answer: Yes or No

In this case a supervisor needs to determine if the minimum standard of at least 7 full calendar days since the onset of symptoms or exposure has been met? Select "YES" if it has been seven full calendar days since the onset of symptoms or the employee never showed any symptoms.

The last question in Section Two requires a determination if an employee can return to work. The questions is as follows

Based on the employee's answers to the two previous questions and as supervisor for this employee, can the employee return to work?

Answer: Yes or No

In order to answer "YES," to this question, the employee must be a "YES" to being symptom free for at least 3 days (72 hours) and must be a "YES" to being beyond seven (7) full calendar days since the onset of symptoms or did not suffer from symptoms at all.

Section Three – Set a Return Date: This section will require a supervisor to finalize information and set a return date for the employee. Note that the return date, where possible, should be reached by mutual agreement. If an employee has a medical release (which will NOT be required) it can be requested in this section but is NOT a requirement to return.

Guidance as Employees Return to Work

These CDC recommendations will prevent most, but may not prevent all, instances of secondary spread. The CDC reports that the risk of transmission after recovery is likely substantially less than that during illness. All guidance is based upon current medical and scientific information and is subject to change based on updated CDC guidance.

Supervisors should actively encourage and ensure the following standards are in place in work environments where employees are present:

- Employees and Supervisors who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home.
- Supervisors should prepare for when employees return to work.
- Employees and Supervisors should ensure that all work spaces are cleaned and disinfected. This includes all areas such as offices, bathrooms, common areas, shared electronic equipment routinely.
- Supervisors and Employees should NOT talk about individual employees or any health related information.
- Employees and Supervisors should wash hands often with soap and water and if not available use hand sanitizer.
- Employees and Supervisors should enforce workplace social distancing, limit all group gatherings to under 10 people and keep conversational distances of at least 6 feet.
- Employees and Supervisors should cover the mouth and nose with tissue or sleeve when sneezing or coughing and dispose of the tissue after each use.

Supervisors should actively engage with ALL employees and be diligent in spreading the following information:

- **Pre-Screen:** All employees must remain diligent about checking health status and symptoms before leaving for work. If ANY employee does not feel well or is displaying symptoms, they should remain at home.
- **Regular Monitoring:** As long as the employee doesn't have a temperature or displaying other symptoms, they should be diligent about self-monitoring throughout the work day and at home. If ANY employee does not feel well or is displaying symptoms, they should remain at home.
- **Masks:** Employees may wear a face mask based on current CDC guidance, but they are not required.
- **Social Distance:** All employees should maintain 6 feet and practice social distancing as work duties permit in the workplace.

Guidelines to Reduce Transmission among Employees

Supervisors should actively encourage sick employees to stay home:

- Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home.
- Sick employees should follow CDC-recommended steps:
 - **Stay home:** Most people with COVID-19 have mild illness and are able to recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
 - **Stay in touch with your doctor:** Call before you get medical care. Be sure to get care if you have trouble breathing, have any other emergency warning signs, or if you think it is an emergency.
 - **Practice home isolation:** Separate yourself from other people and pets in your home. You should stay in a specific “sick room” if possible, and away from other people and pets in your home. Use a separate bathroom, if available.

Supervisors should actively encourage and ensure the following standards are in place in work environments where employees are present:

- Employees and Supervisors who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home.
- Employees and Supervisors should wash hands often with soap and water and, if not available, use hand sanitizer.
- Employees and Supervisors should enforce workplace social distancing, limit all group gatherings to under 10 people and keep conversational distances of at least 6 feet.
- Employees and Supervisors should cover their mouth and nose with tissue or sleeve when sneezing or coughing and dispose of the tissue after each use.

Return of an Employee from Home Isolation or COVID-19 Positive

Supervisors should speak directly with any employee who desires to return to work from Home Isolation or a COVID-19 positive:

- The return to work processes must begin by the employee notifying a supervisor of their desire to return to work.
- **Any date to return to work can only be established after an employee has been without symptoms for at least 3 days or 72 hours. (If it has not been three full days without symptoms, the employee may not come to work until that criteria has been met.)**
- Employees and supervisors must discuss and determine if the employee meets the CDC guidelines of being without symptoms. Returning to work without symptoms includes:

No longer having a fever without the use of fever-reducing medications for three full days;

AND

No respiratory symptoms (e.g., cough, shortness of breath);

AND

At least 7 days have passed since symptoms first appeared;

OPTIONAL (Not Required)

A document or email from the SNHD approving the employee to return to work.

Return of an Employee after Caring for a Family Member or Other Individual

Speak directly with any employee who desires to return to work from caring for a family member or other individual who has been isolated at home or received a COVID 19 positive:

- Employees who show no symptoms, but who have a sick family member isolated at home or with COVID-19, should notify their supervisor and follow CDC recommended precautions.
- Any return to work processes must begin by the employee notifying a supervisor of their desire to return to work.
- A return to work is allowable if the employee caregiver has been without symptoms for at least 3 days or 72 hours.
- Employees and supervisors must discuss and determine if the employee meets the following CDC guidance and criteria to return to work.

As employees return to work, Supervisors should actively encourage and ensure the following standards are in place in work environments where employees are present:

- Employees and Supervisors who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home.
- Supervisors should prepare for employees returning to work.
- Employees and Supervisors should take extra responsibility to ensure that all work spaces are cleaned and disinfected routinely. This includes all areas such as offices, bathrooms, common areas, and shared electronic equipment.
- Supervisors and Employees should NOT talk about individual employees or any health-related information.

- Employees and Supervisors should wash hands often with soap and water and, if not available, use hand sanitizer.
- Employees and Supervisors should enforce workplace social distancing, limit all group gatherings to under 10 people and keep conversational distances of at least 6 feet.
- Employees and Supervisors should cover the mouth and nose with tissue or sleeve when sneezing or coughing and dispose of the tissue after each use.

Supervisors should actively engage with ALL employees and be diligent in spreading the following information:

- **Pre-Screen:** All employees must remain diligent about checking health status and symptoms before leaving for work. If ANY employee does not feel well or are displaying symptoms, they should remain at home.
- **Regular Monitoring:** As long as the employee doesn't have a temperature or isn't displaying symptoms, they should be diligent about self-monitoring throughout the work day and at home. If ANY employee does not feel well or is displaying symptoms, the employee should go home or remain at home.
- **Masks:** Employees may wear a face mask based on current CDC guidance. At this time, masks have been reported to possibly limit the spread from one person to the other.
- **Social Distance:** All employees should maintain 6 feet and practice social distancing as work duties permit in the workplace.

Sample Fictional Employees Scenarios

Sally Jones #123456 is an employee (Support Professional) whose last day on campus was April 20th. She participated in a device distribution scenario and went home to find her husband ill and he tested positive for COVID-19 on April 22rd. Her husband is still recovering, but she states he is well enough to be left at home. She is calling on April 30th to determine if she can return to work. She currently is asymptomatic (no fever and no cough) and never had any symptoms. (Yes, she can return to work. She has been asymptomatic, no symptoms, for more than 3 days and it is more than 7 days from the original exposure date.)

Luke Nichols (Custodian) was working at a local food bank and was potentially exposed to known COVID-19 positive volunteers. The approximate date of exposure and last known date of contact with that individual was April 25th. Mr. Nichols, voluntarily stayed home and away from work. He is calling on April 29th, and would like to return to work. He currently has no symptoms and reports that he has never had any symptoms. (No, he cannot return to work. While he remains asymptomatic, it has not been more than 7 days since the exposure.)

Gregg Fritz #1254678 is an employee (Teacher) whose last day on campus was March 13th. He has been home providing distance education since that time, but fell ill and received a confirmed diagnosis for COVID-19 on April 13th. Mr. Fritz reports he was ill and with symptoms until April 24th. He is calling his principal on April 29th wishing to start back to work. He reports that he is currently asymptomatic and has not had a fever since April 24th. (Yes, he can return. He has been asymptomatic for 3 full days and it has been more than 7 days since the exposure.)

Brenda Scott is an employee (Assistant Principal) whose last day at work was April 1st. On or about April 3rd she began to feel ill and was diagnosed with COVID-19 on April 5th. Ms. Scott reports she was ill and with symptoms until April 22nd. April 23rd was the first day she did not treat her fever with ibuprofen. However, she reports that she had a slight fever on April 25th. She is calling on April 27th wishing to report to work the next day. (No, she may not return. While she became asymptomatic, her fever on 4/25 restarts the 3 full day symptom free criteria.)

Sam Jones is an employee (Computer Programmer) whose last day at work was March 13. On April 13th he did not feel well and submitted to testing and received a positive COVID-19 diagnosis on April 17th. He is reporting that his symptoms were mild and would like to return to work. He reports being currently without any symptoms. His last day feeling poorly and showing symptoms was May 4th. He is calling on May 5th. (No, he may not return. He has not yet met the criteria of 3 full days symptom free)

Appendix 4: Southern Nevada Health District Guidance

REOPENING

General Guidance for Reopening



Facilities throughout Nevada have been closed due to the COVID-19 pandemic. As facilities reopen, the Southern Nevada Health District is recommending steps to reduce further transmission in our communities. The following information is based on Centers for Disease Control and Prevention (CDC) guidance and public health principles to help facilities open in a safe manner. These guidelines are intended for the initial phase of reopening the economy and are subject to change depending on how the outbreak progresses.

If your business is regulated by the Health District, guidance specific to your industry can be [found here](#).

Take steps to reduce transmission among employees

- ☐ Contact employees to determine a schedule for preparing your business for operation. The Health District's ["COVID-19 Screening Questionnaire for Employees"](#) may be used to screen employees by phone. Employees who answered yes to any of the questions should not be allowed to work until symptoms are resolved and the CDC's guidelines on ["What to Do if You Are Sick"](#) are followed.
- ☐ Keep a record of employee screening using the Health District's ["Employee Illness Log."](#)
- ☐ Employees who have fever, cough, or shortness of breath should not be allowed to work until symptoms have resolved and they meet the criteria provided in the CDC's guidelines on ["What to Do if You Are Sick."](#) Information about when they can return to work can be found at that site.
- ☐ Review the [Nevada OSHA](#) webpage to make sure your employees are protected from potential exposures. This [OSHA Guidance Document](#) is another source of information.
- ☐ Follow any industry-specific directions given by the various Nevada State Boards and Commissions that regulate the facility or its employees.
- ☐ Consider offering paid sick leave to all employees to encourage them to stay home when sick.

Additional information from the CDC for employers and specific industries can be found on the CDC webpage ["Communities, Schools, Workplaces, and Events."](#)

Educate employees on how they can reduce the spread of COVID-19

- ☐ Employees can take steps to protect themselves. Refer to CDC's ["How to Protect Yourself & Others"](#) for tips.
- ☐ Clean and disinfect high-touch objects and surfaces following the CDC recommendations for ["Cleaning and Disinfecting Your Facility"](#)
- ☐ Employees should avoid using other employees' equipment. If shared equipment is necessary, the surfaces of the equipment should be cleaned and disinfected as recommended in ["Cleaning and Disinfecting Your Facility"](#) between uses.
- ☐ Practice social distancing by maintaining 6 feet from others and avoid large gatherings of employees or clients.

Continued on next page ►

REOPENING

COVID-19 Employee Screening Questionnaire



Screening employees daily can help in preventing the spread of the coronavirus in the workplace. The following is a list of recommended questions that can be used to screen employees for COVID-19.

Each day, before the start of the shift, ask each employee the following questions:

1. Do you have a new cough that you cannot attribute to another health condition?	YES / NO
2. Do you have new shortness of breath that you cannot attribute to another health condition?	YES / NO
3. Do you have any two of the following symptoms: Fever (100.4°F or higher), chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell?	YES / NO
4. Have you come into close contact (within 6 feet) with someone who has a laboratory-confirmed COVID-19 diagnosis in the past 14 days?	YES / NO

If an employee answers YES to ANY of the above questions, exclude the employee from work.

- Sick employees should follow the steps recommended by the Centers for Disease Control and Prevention (CDC):
[What To Do if You Are Sick](#)
- Employees who test positive for COVID-19 should not return to work until the criteria to discontinue home isolation are met:
[Discontinuation of Home Isolation for Persons with COVID-19](#)
- Employees who have had close contact with a laboratory-confirmed COVID-19 case for an extended period of time should be excluded from work for 14 days: [Public Health Recommendations for People in U.S. Communities Exposed to a Person with Known or Suspected COVID-19, other than Health Workers or other Critical Infrastructure Workers](#)
- For general guidance for businesses, see: [CDC Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 \(COVID-19\)](#)

If an employee answered NO to ALL the above screening questions, allow the employee to start their shift and remind them to:

- ✓ Wash hands properly when necessary.
- ✓ Not shake hands or make direct contact with any other employees or customers.
- ✓ Continue to practice social distancing.

The above recommendations are specific to the COVID-19 outbreak and should be used in addition to your employee health policy.

Rev. 4-27-2020

COVID-19 Employee Absence or Illness Log



Instructions: Use this log to monitor employee absences due to illness. Tracking absences will enable your establishment to better control the spread of illnesses.

This is not the form to use to track foodborne illness symptoms in food establishments. That form can be reviewed at:

www.southernnevadahealthdistrict.org/download/ferl/20190603-Employee-Absence-Illness-Record.pdf

Date Reported	Employee Name	Symptoms Reported to Manager by Employee		Manager/Employee Response					
		Symptoms* Cough (C), Fever (F), Shortness of Breath (SB)	Other Symptoms	Date Excluded or Restricted from Work**	Date Returned to Normal Work Duties	Consulted with Doctor?	Diagnosed?	Contacted Health District?	Restricted Duties
		<input type="checkbox"/> C <input type="checkbox"/> F <input type="checkbox"/> SB <input type="checkbox"/> Other				YES / NO	YES / NO	YES / NO	
		<input type="checkbox"/> C <input type="checkbox"/> F <input type="checkbox"/> SB <input type="checkbox"/> Other				YES / NO	YES / NO	YES / NO	
		<input type="checkbox"/> C <input type="checkbox"/> F <input type="checkbox"/> SB <input type="checkbox"/> Other				YES / NO	YES / NO	YES / NO	
		<input type="checkbox"/> C <input type="checkbox"/> F <input type="checkbox"/> SB <input type="checkbox"/> Other				YES / NO	YES / NO	YES / NO	
		<input type="checkbox"/> C <input type="checkbox"/> F <input type="checkbox"/> SB <input type="checkbox"/> Other				YES / NO	YES / NO	YES / NO	
		<input type="checkbox"/> C <input type="checkbox"/> F <input type="checkbox"/> SB <input type="checkbox"/> Other				YES / NO	YES / NO	YES / NO	
		<input type="checkbox"/> C <input type="checkbox"/> F <input type="checkbox"/> SB <input type="checkbox"/> Other				YES / NO	YES / NO	YES / NO	
		<input type="checkbox"/> C <input type="checkbox"/> F <input type="checkbox"/> SB <input type="checkbox"/> Other				YES / NO	YES / NO	YES / NO	
		<input type="checkbox"/> C <input type="checkbox"/> F <input type="checkbox"/> SB <input type="checkbox"/> Other				YES / NO	YES / NO	YES / NO	
		<input type="checkbox"/> C <input type="checkbox"/> F <input type="checkbox"/> SB <input type="checkbox"/> Other				YES / NO	YES / NO	YES / NO	
		<input type="checkbox"/> C <input type="checkbox"/> F <input type="checkbox"/> SB <input type="checkbox"/> Other				YES / NO	YES / NO	YES / NO	

* Symptoms of COVID-19 include cough fever or shortness of breath, other symptoms of COVID-19 include any of the following: chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell.

** If employees are suffering from cough, fever, shortness of breath or any two of the other symptoms, the employee should be sent home until they have had no fever for at least 72 hours without the use of medicine, other symptoms have improved and at least seven days passed since the symptoms first appeared.

Fabric Face Covering during COVID-19 Pandemic

The Clark County School District (CCSD) continues evaluating and responding to the evolving nature of COVID-19 with a coalition of partners, including the Office of the Governor, Clark County Government, the Southern Nevada Health District (SNHD), and other agencies, on a cohesive community response to protect the health and well-being of our students and staff.

Our schools remain closed for the well-being of our students and staff; however, we cannot close entirely because we must ensure the most critical aspects of operation continue. That includes ensuring the core business of the District is fulfilled.

We would like to thank you for providing this much needed service for CCSD as we care for our students and their families. In an effort to provide additional personal protection, a fabric face covering is being provided to you for your use. This fabric covering is intended only for your use. Currently, use of a face covering by individuals that are not symptomatic is not required. However, out of an abundance of caution, CCSD is providing these fabric coverings as a proactive measure since you are interacting with staff, students and their families daily.

You are required to report any defects in your covering to your supervisor immediately. By accepting this covering, you acknowledge and agree that you cannot hold the manufacturer or the Clark County School District liable for any injury or illness, including, without limitation, illness, or death from COVID-19. The manufacturer of the covering is providing a public service due to the shortage of masks worldwide, as this pandemic spreads. The intent is to provide staff with available protection while not impacting the medical field who need personal protection as they care for sick individuals.

Pursuant to Centers for Disease Control (CDC) guidelines, launder the fabric covering daily, using regular detergent and use the warmest appropriate water setting. Allow the item to dry completely before the next use. Hand laundering is acceptable as long as soap is used to clean the cloth.

CCSD would like to remind you of the simple actions to help prevent the spread of COVID-19.

- Don't expose others if you are sick, stay home and follow SNHD guidelines for when it is safe to return to work.
- Wash hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer
- Avoid touching eyes, nose and mouth
- Cover cough and sneeze with a tissue, then throw the tissue in the trash
- Practice social distancing of at least 6 feet
- Disinfect frequently touched surfaces

Cleaning And Disinfecting Your Facility

Everyday Steps, Steps When Someone is Sick, and Considerations for Employers

How to clean and disinfect

Wear disposable gloves to clean and disinfect.

Clean

- **Clean surfaces using soap and water.** Practice routine cleaning of frequently touched surfaces.

High touch surfaces include:

Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

Disinfect

- Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.
- **Recommend use of EPA-registered household disinfectant.** Follow the instructions on the label to ensure safe and effective use of the product.

Many products recommend:

- Keeping surface wet for a period of time (see product label)
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.



- **Diluted household bleach solutions may also be used** if appropriate for the surface. Check to ensure the product is not past its expiration date. Unexpired household bleach will be effective against coronaviruses when properly diluted.

Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.

Leave solution on the surface for **at least 1 minute**

To make a bleach solution, mix:

- 5 tablespoons (1/3rd cup) bleach per gallon of water
- OR
- 4 teaspoons bleach per quart of water
- **Alcohol solutions with at least 70% alcohol.**

Soft surfaces

For soft surfaces such as **carpeted floor, rugs, and drapes**

- **Clean the surface using soap and water** or with cleaners appropriate for use on these surfaces.



155122004 04/01/2020

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)



May 7, 2020

TO: Clark County Businesses, Healthcare Personnel, School Administrators, Law Enforcement, EMS Providers, Community Stakeholders, Resort Properties, and Election Personnel

RE: Southern Nevada Health District Reopening Documents

FROM: The Office of Environmental Health

Monday, April 4, the Office of Environmental Health at the Health District published their reopening documents on the Health District's website.

These documents can be found using the following short link: www.snhd.info/reopen

These documents are being translated to Spanish and Chinese and will be updated when available. Please sign up to receive notices about updates.

Stay safe, be well and take care.

<https://www.cdc.gov/coronavirus/2019-ncov/prepare/disinfecting-buildings-facility.html>

A thank you to the contributing Health District teams that wrote these documents: Dan Slater, Alexis Barajas, Erik Anderson, Erik Sumera, Nate Diaz, Rachel Flores, Pamela Roche, Veena Ramakrishnan, Summer Holloway, Diane Umuhoza, Rabea Sharif, Nikki Burns-Savage. On the translating team: Larry Navarrete, Aminta Martinez-Hermosilla Adriana Hemberger, Yuzhen Feng, Jorge Viote.

Chad Kingsley, MD
Liaison Assistant
COVID19-RESPONSE Incident Command
Southern Nevada Health District
kingsley@snhdmail.org

P.O. Box 3902 | Las Vegas, NV 89127
702.759.1000 | www.southernnevadahealthdistrict.org



**NEVADA
HEALTH
RESPONSE**

Nevada Medical Advisory Team:
Guidance on Improvised Facial Coverings
April 3, 2020

Summary: As the COVID-19 pandemic continues to impact our health care systems, both nationally and right here in Nevada, it has become increasingly important to slow the spread. In response to this, the State's medical experts have weighed in to provide everyone with information on how to both protect ourselves and others with improvised masks. Keep in mind, FDA regulated PPE is currently in short supply and should be reserved for those working on the front line to combat this disease. They need it constantly and more than we do. However, there are several alternatives to protecting yourself. Below is some general guidance on the why, who, where and when, what, and how, on face coverings.

Why should we wear a face covering?: Although research is still being conducted on whether improvised face coverings can stop the contraction of the disease, it's been established that even improvised homemade face coverings can reduce the spread of the virus from infected individuals. Some people who are infected don't show any symptoms at all and by wearing a face covering they can reduce the risk of spreading the virus.

Who else should wear an improvised face covering?: This virus can impact everyone, regardless of your age or gender. Many of those who've contracted the virus may be asymptomatic, so it's critical we all take precautions to limit the spread. No matter how tough you think you are, COVID-19 doesn't care. It can impact even the strongest of us.