



SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
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Human Resources Department
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AT-A-GLANCE SAFETY PROTOCOLS AND EXPECTATIONS FOR EMPLOYEES
IN THE 2021-2022 SCHOOL YEAR

(As of August 9, 2021)

The San Ramon Valley Unified School District will fulfill all applicable safety requirements set forth by public health officials and Cal/OSHA. The District will not exceed these requirements. As such, for the health and safety of everyone at all sites, employees must adhere to these requirements:

MASKING

- All staff members must wear a mask while indoors at *all* District sites regardless of one's vaccination status. (This also applies to all students unless they have a District-approved waiver of this requirement due to a medical condition or disability.)
- A mask may be worn, but is not required, of staff (and students) while outdoors regardless of one's vaccination status.
- All employees assigned to work with students who are unable to wear a face covering must wear an N95 mask. Face shields or goggles may also be worn, but are optional.
- Upon request, the District will provide unvaccinated employees with a respirator (i.e., either an N95 or a KN 95 mask) for their voluntary use when working indoors or in a vehicle with others. The District will also make respirators available to vaccinated staff upon request. See the attached link: [How to Properly Wear N95 PPE Mask](#)
- The District will maintain a supply of face coverings and provide a face covering to any staff member in need of one at any of its sites.

PHYSICAL DISTANCING AND PHYSICAL BARRIERS

- Public health has determined that in-person instruction can occur safely without minimum physical distancing requirements or physical barriers when other mitigation strategies (e.g., wearing face coverings) are implemented. Accordingly, no minimum physical distance between staff and between staff and students is required.
- In the event of a COVID-19 outbreak, the District may implement distancing or barrier requirements if necessary to help control the spread of COVID-19.

ILLNESS/SYMPTOMS, QUARANTINE AND RETURN TO WORK

- Staff members who feel ill and/or who exhibit COVID-19 symptoms (including, but not limited to fever of 100.4 F or higher, cough, sore throat, headache, chills, body aches, nausea, or vomiting) should stay home, report their absence, and not come to work.
- Employees who feel ill and/or exhibit symptoms of COVID-19 should get tested for COVID-19.
- Employees who develop symptom(s) of COVID-19 while at work must isolate from others, report their condition to their supervisor, and leave work.

- Employees who test positive for COVID-19 must report their positive result to their direct supervisor and to either the Certificated Human Resources Office at (925) 552-2924 or the Classified Human Resources Office at (925) 552-2930 *as soon as possible* upon receiving this information.
- The District will provide employees who have had close contact with a COVID-19 case access to free testing (e.g., a “Rapid” test) at their request.
- Fully vaccinated employees who have been in close contact (i.e., 6 feet or less of distance for 15 or more cumulative minutes within 24 hours) with a known COVID-19 case do not need to test or quarantine unless they develop symptoms.
- Symptomatic employees who have been in contact with a known COVID-19 case must quarantine regardless of their vaccination status and may return to work when:
 - 24 hours or more have passed since resolution of a fever without fever-reducing medication; and
 - Symptoms have improved; and
 - The employee has received a negative test for COVID-19, or a health provider has confirmed that symptoms are due to a chronic condition other than COVID-19; or a health provider has confirmed a diagnosis other than COVID-19; or at least 10 days have passed since symptom onset.

HYGIENE

- Frequent handwashing, covering of coughs and sneezes, and using hand sanitizer in the workplace will continue to be practiced. The District will ensure that sinks function with running water, are stocked with soap and paper towels, and that hand sanitizer is available for use by employees and students.

VENTILATION

- The District has set its ventilation systems to maximize outdoor airflow and circulation, utilizes high-efficiency particulate air filters (i.e., MERV-13 grade) in its HVAC systems, and will replace the filters at manufacturer’s recommended intervals.
- Weather permitting, employees are encouraged to open doors and windows to allow natural ventilation in their work areas.
- Employees who operate District buses, vans, and vehicles must open windows whenever possible to enhance ventilation.

CLEANING

- Public health has determined that daily cleaning of District facilities is generally sufficient to provide protection from COVID-19.
- District school bus and transportation van drivers will clean and disinfect their vehicles following each scheduled “run”.
- If any District facility or vehicle has a person infected with COVID-19 within the last 24 hours, the District will clean and disinfect the spaces occupied by him/her during that time.