

ATTENTION:

By Order of Sacramento County Health Services

(Order Dated April 7, 2020)

ALL persons entering this facility are required to:

- Avoid entering if you have a cough or fever
- Maintain a MINIMUM of six feet between others
- Sneeze and/or cough into a cloth or tissue, if not available, into your elbow (wash your hands immediately after)
- Do not shake hands
- Refrain from any unnecessary physical contact

Social Distancing Protocol

Business name: **Elk Grove Unified School District**

Facility Address: **District Office 9510 Elk Grove-Florin Road, Elk Grove, CA 95624**

Approximate gross square footage of space open to the public: **All sites are closed to Public**

BUSINESSES MUST IMPLEMENT ALL APPLICABLE MEASURES LISTED BELOW, AND BE PREPARED TO EXPLAIN WHY ANY MEASURE THAT IS NOT IMPLEMENTED IS INAPPLICABLE TO THE BUSINESS.

Signage:

- ✓ Signage at each public entrance of the facility to inform all employees and customers that they should: avoid entering the facility if they have a cough or fever; maintain a minimum six-foot distance from one another; sneeze and cough into a cloth or tissue or, if not available, into one's elbow; and not shake hands or engage in any unnecessary physical contact.
- ✓ Signage posting a copy of the Social Distancing Protocol at each public entrance to the facility.

Measures To Protect Employee Health (check all that apply to the facility):

- ✓ Everyone who can carry out their work duties from home has been directed to do so.
- ✓ All employees have been told not to come to work if sick.
- ✓ Symptom checks will not be conducted before employees may enter the work space; however, all employees have been informed, in writing, as to applicable symptoms and directed not to report to work if ill.
- ✓ All desks or individual work stations are separated by at least six feet.
 - We are operating with limited staff and/or work schedules are staggered to ensure separation. Staff has been informed of distancing requirements as well as mitigation protocols. When work space layouts do not meet distancing requirements, staff will be assigned alternative locations.
- ✓ Break rooms, bathrooms, and other common areas are being disinfected frequently.
 - All bathrooms and common touch points are being disinfected daily and as needed in addition to deep cleaning
- ✓ Disinfectant and related supplies are available to all properly trained employees at all work locations.
 - Because we are a school district, the law does not allow untrained individuals to use disinfectants on district property. All staff can obtain appropriate cleaning products from onsite custodial staff.
- ✓ Hand sanitizer effective against COVID-19 is available to all employees at the following locations:
 - We are allowing staff to utilize alcohol-based hand sanitizer as feasible and available. However, proper hand washing is the recommended approach. In instances where hand washing is not practical, alcohol-based hand sanitizer is available.
- ✓ Soap and water are available to all employees in multiple areas at all work locations and schools
- ✓ Copies of this Protocol have been distributed to all employees.

You may contact the following person with any questions or comments about this protocol:

Elk Grove Unified School District – Emergency Operations Center

Phone number: 916-686-7786