

# Casa Grande Union High School District #82



## Return to Work July 2020

As we begin the 2020-21 school year, if necessary, staff has been allowed to return on a rotating schedule. Approximately half of the staff report Monday and Tuesday with the remaining staff Thursday and Friday, with each group rotating Wednesdays or as designated. The days employees are not required to report in person, they will be required to work from home. Employees must sign a new Telecommuting Agreement for the 2020-21 school year. Hours of work are 8:00 am to 4:00 pm, unless designated otherwise by your Supervisor.

In accordance with Executive Order 2020-44, issued on June 29, 2020 and the CDC Guidelines June 30, 2020:

Staff will:

- Promote health hygiene practices
- Monitor for sickness
- Ensure physical distancing (**at least 6 feet apart, no handshaking or physical contact**)
- Wear face masks always while at work
- Wipe down copiers, light switches, desks or work surfaces and door handles, if touched
- Limit the congregation of groups of no more than ten (10) persons when feasible and in relation to the size of the location

The District will:

- Promote health hygiene practices
- Intensify cleaning, disinfection and ventilation practices
- Monitor for sickness
- Ensure physical distancing
- Provide necessary disinfectant
- Allow for and encourage teleworking according to district procedures and Superintendents approval
- Provide plans, where possible, to return to work in phases
- Limit the congregation of groups of no more than ten (10) persons when feasible and in relation to the size of the location
- Limit the restroom facilities to one employee at a time
- Promote virtual meetings
- Prevent and reduce transmission among employees
- Limit outside visitors and only allow entrance by appointment
- Maintain healthy business operations
- Maintain a healthy work environment

Employees who are sick will be encouraged to stay home

Any employee who has COVID19 symptoms will notify their supervisor, call the Absence Hotline and stay home. Employees should get tested for COVID19 if those are the symptoms they are experiencing. If tested positive, employees are entitled to 80 hours of sick leave, in addition to any accrued time they may have. **If an employee chooses not to get tested, or tests with a “negative” result, they will use their accrued time, otherwise the absence will result in the employee’s pay being docked.**

Employees should contact the Human Resource Department for guidance on policies for leave. Sick employees should follow CDC guidelines regarding care and return to work, in consultation with health providers.

Employees who are well but who have a sick family member at home with COVID19 should notify their supervisor and HR for guidance on policies for leave.