

BSD Physical Distancing Guidelines

Purpose: To establish clear guidelines that ensure the critical operations of the Bellevue School District remain functional during the current COVID-19 outbreak and beyond.

Definitions:

Physical Distancing – Steps taken to stop or minimize the risk or spread of contagious disease.

Critical Operations – Key operations of the school district as designated by the Executive Team. These critical operations are independent from any operations defined as critical related to the instruction and instructional support for students and families. These operations include but may not be limited to:

- Executive Leadership
- Finance – payroll, budget, etc.
- Technology – network operations, support, etc.
- Facilities as identified (may only be some of the positions or locations)
- Safety and Security
- Human Resources
- Communications
- Custodial as identified (may only be some of the positions)
- Child Care
- Nutrition Services
- Copy Center

Working Remotely – Employees working at different locations than their normal work locations, which could include a different building, off site or at home.

Alternate Work Schedule – a work schedule for employees that is a variation from their normal work schedule, which could include reporting times, days worked, break schedules, etc.

Stay at Home/Shelter in Place – a directive or recommendation from a governmental agency or representative, requiring individuals remain in a fixed location and avoid any gathering in public except as may be defined.

Directions for Centralized Employees for ESC, WISC and MSC

Customer Service

For the duration of the closure of schools through June 19, 2020 (April 27, 2020 is the targeted return date) all employees and their departments are required to provide Critical Operations:

- 1) Provide essential services to employees and general public that are not face to face or in person unless the service is considered critical or essential.
- 2) Provide department support for the community and employees.
- 3) Be accessible for contact remotely, unless the employee is using leave such as vacation, sick leave, approved leave of absence, or unpaid leave.

- 4) Supervisors are required to create a coverage plan for Critical Operations as defined above and share with their supervisor.

Employee Wellness and Safety

Employees should practice social distancing measures. These measures include the following strategies in the workplace:

- Work remotely if applicable.
- Maintain physical distance from others of six (6) feet in the workplace. This may mean that workstation locations may need to be modified or employees may need to find different workstations. This also means that meetings should be set up to accomplish this. **This also should include break and mealtime.**
- In person meetings should not include more than ten (10) individuals in the same room if possible.
- Use of technology for meetings, such as Microsoft Teams shall be strongly recommended.
- Employees identified as at risk need to continue to take appropriate safety measures as outlined by Public Health and CDC or take leave if applicable.
- Effective May 18, 2020, employees in the workplace are required to wear cloth face coverings, especially if working in a public-facing position in compliance with [Public Health Seattle and King County](#).
- Stay home if you are sick. You may want to do a temperature check each morning. You will be sent home if you exhibit any symptoms of illness.
- District staff may reach out to employees who are sick to determine potential risks in the workplace. We want you and others to be well!

Supervisor Responsibility

- Supervisors are responsible for working with employees to ensure essential functions are in operation during this time.
- Work with each employee as needed on any modifications to work as described above. Consult with HR as needed.
- Ensure back-up of critical functions in the event an employee or you are removed from the workplace. Use the strategy of “3 deep” if possible, meaning you have two levels of back up for each critical function.
- Individual work modifications must consider the impact on the rest of the department/district. They should not be made in isolation.
- Where possible, schedule employees in a staggered manner. Example; if three employees perform the same or similar function, always have one employee working remotely in case of infection or exposure.

If you have questions, please contact Jeff Thomas or Alexa Allman in Human Resources.

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