



**REVISED NOVEMBER 2, 2020**

# COVID-19 Employee Handbook.

Bertie County Schools  
Windsor, NC

# Protect Yourself & Show You Respect Others.

Together we must take care of ourselves, take care of each other, and let others take care of us. The best way to slow the spread of COVID-19 is to follow the guidelines laid out by the CDC, NCDHHS, and NCDPI to protect yourself and others during this pandemic. **It is our responsibility as individuals to follow these guidelines wherever we are.**



TAKE CARE  
OF  
YOURSELF



TAKE CARE  
OF OTHERS.



LET OTHERS  
TAKE CARE OF  
YOU.

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# Remember to Always:

Wear your face mask.

Stay 6 feet apart.

Wash you hands often.

Avoid leaving personal items in  
common areas.

Stay home when feeling sick.

# COVID-19 Symptoms.

People with COVID-19 have had a wide range of symptoms reported - ranging from mild symptoms to severe illness.

**Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms or combinations of symptoms may have COVID-19:**

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Source: CDC COVID-19 Site (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>)

# How it Spreads.

**The virus is thought to spread mainly from person-to-person:**

- ◆ **Between people who are in close contact with one another (within about 6 feet.)**
- ◆ **Through respiratory droplets produced when an infected person coughs or sneezes.**
- ◆ **These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled in the lungs.**
- ◆ **Aerosolized respiratory droplets may remain suspended in the air for up to 3 hours and on surfaces for up to 3 days**

**Cleaning removes germs from surfaces and lowers the risk of spreading infection and disinfecting kills germs on surfaces.**

# When Do I Wear a Face Mask?

Cloth Face Coverings are MANDATORY.

- ✓ Arriving and departing your building.
- ✓ Using the restrooms.
- ✓ Moving throughout the building.
- ✓ Working on a task that requires 2 or more people.
- ✓ Having a face-to-face conversation.
- ✓ Spending time in common areas (except when eating or drinking).
- ✓ Meeting as a staff.
- ✗ Not required when working or sitting alone.
- ✗ Medical exceptions can be made with a doctors note.

An illustration featuring two stylized human figures, one on the left and one on the right, both wearing face masks. The figures are rendered in black and white. Between them are two speech bubbles: a dark blue one pointing towards the left figure and a green one pointing towards the right figure. The background is plain white.

**My** mask  
protects **YOU**.

**Your** mask  
protects **me**.



# Mandatory Temperature Checks.

You must wear a face mask when at the check station. If you do not have a mask, a disposable one will be available at the door.

You will be asked 3 questions:

1. Have you had close contact (within 6 feet for at least 15 minutes) in the last 14 days with someone diagnosed with COVID-19, or has any health department or health care provider been in contact with you and advised you to quarantine?
2. Since you were last at school, have you had any of these symptoms? (Fever, Chills, Shortness of breath or difficulty breathing, New cough, new loss of taste or smell)
3. Since you were last at school, have you been diagnosed with COVID-19?

If you answer yes to any of the questions or if you register a temperature of 100.4°F or higher, you will be instructed to:

- Return to your vehicle and go home
- Stay away from other people
- Call your health care provider

Make sure you have called your principal to see when and how you can return to the building. If you see your health care provider and test positive for COVID-19, please make your principal and the Human Resources department know right away.

# When You Arrive.

- ✦ BCS employees are to arrive at/after 7:15am, to enable efficient flow of employees through the temperature checking stations.
- ✦ All employees should use the designated door (typically the front/main door) to enter the building.
- ✦ Temperature checks are administered by trained BCS employees.
- ✦ ALL guest and visitors will require temperature checks.

## Entrances and Times for Building Access.

<b>APK</b>	<b>AES</b>	<b>CES</b>	<b>WBE</b>	<b>WES</b>
7:00am - 4:00pm	7:00am - 4:00pm	7:00am - 4:00pm	7:00am - 4:00pm	7:00am - 4:00pm
Main Entrance	Main Entrance	Main Entrance	Main Entrance	Main Entrance
	<b>BMS</b>	<b>BEC</b>	<b>BHS</b>	
	7:00am - 4:00pm	7:30am - 4:00pm	7:00am - 4:00pm	
	Main Entrance	Main Entrance	Main Entrance	

# Keeping Clean.

## Count on our Custodial Team:

- Consistently cleaning tables and seats in common areas.
- Cleaning door knobs and other items that are touched frequently.
- Replenishing hand sanitizing stations, soap dispensers and paper towels throughout the building on a regular basis.
- Making sure employees have access to cleaning products to care for their classroom as desired.

## You can help too:

- Clean tables and throw away trash after being in a common area.
- Don't leave personal property (masks, devices, books, etc) around the building for others to touch.
- Stop the spread of germs by remaining in your classroom.

# Our Supplies.

## Cleaning Solution:

We are using PH7Q (1 minute kill time) and GreenEarth Fight Back RTU (3 min kill time) to clean and sanitize. If the bottle you were given is empty, just see your custodian.

## Latex Gloves:

Available at the front desk of each building.

## Masks:

Disposable masks are available at temperature check stations. Two reusable BCS masks were given to each employee from their principal. Each employee also received five reusable masks from the NCDPI.

## Face Shields:

Face shields have been ordered for Teachers and Teacher Assistants in grade Kindergarten through 2nd grade.

# What Will Happen if We Get a Case?

## We will follow our COVID-19 Situation Matrix and:

- ▶ Send an email out to staff making them aware of positive case.
- ▶ Complete the necessary facility actions.

### Bertie County Schools will...

- 🕒 Contact families in a building when there is a positive case.
- 🕒 Temporarily close areas for extra cleaning where the infected person spent time.
- 🕒 Send staff (and students) home when ill.
- 🕒 Continue to teach and learn when under quarantine.
- 🕒 Partner with the Bertie County Health department for contact tracing.
- 🕒 Provide as transparent reporting as possible while still protecting confidentiality..

### Bertie County Schools will NOT...

- 🕒 Provide personally identifiable information of an infected person.
- 🕒 Immediately close schools/buildings for a positive case.

# Step-by-Step Guide When Your Building has a Positive COVID-19 Case

## Step 1

**Michael White**  
Human Resources

Contact HR, who will in turn notify the BC Health Dept ( as required by NCGS 130A-136)& the BCS PIO.

Begin preliminary identification of close contacts.

Identify area(s) where positive COVID-19 employee may have been: close off areas.

HR Director will contact staff that are identified as close contacts to inform them they may need to get tested and/or quarantine at home for a specific amount of days.

Supervisor to activate tele-work agreement with employee.

BCS PIO will coordinate with the BC Health Dept to determine how to inform families and staff as appropriate.

## Step 2

**Sara Davidson**  
Bertie County Health Department

The nurse will contact the person who tested positive.

## Step 3

**Tiwana Smallwood**  
Child Nutrition  
**Wesley Dudley**  
Transportation

Identify food truck deliveries and reschedule or reroute if needed.

Identify potentially affected bus routes and reroute if needed.

Reassign CN and/or transportation staff if needed.

## Step 4

**Mathew Bond**  
Maintenance

Close off area(s) where positive COVID-19 person may have been and do not use these areas until after cleaning and disinfecting.

Per CDC guidelines wait at least 24 hours before cleaning and disinfecting : if 24 hours is not feasible, wait as long as possible

Open outside doors and windows to increase air circulation in the area.

An EPA-registered disinfectant that is active against COVID-19 will be used to clean and disinfect.

Clean all frequently touched surfaces such as doorknobs, light switches, countertops, chairs, cubbies, and playground surfaces: use whole room fogging to disinfect all surfaces.

## Step 5

**Linda Bulluck**  
Curriculum

Bertie County Health Dept may determine that closure of a facility is needed: case-by-case basis

Superintendent or designee will consult with health department as to whether closure of a classroom or entire building is needed.

Should a classroom or building need to be closed, Plan C Remote Learning will be activated: teachers and students would transition accordingly.

Once classroom or building is cleared by the Superintendent to reopen, teachers and students will transition back to previous learning plan (Plan A for Plan B)

# If You Are At Risk

Employee is to contact Human Resources, and Bertie County Schools will try to provide reasonable accommodations in accordance with applicable laws to employees who, is determined by the World Health Organization, the CDC or Bertie County Health department, are at higher risk for severe illness from COVID-19. Employees who are at a higher risk may include the following:

- Employees are aged 65 or older;
- Employees with chronic lung disease or moderate to severe asthma;
- Employees who have serious heart conditions;
- Employees who are immunocompromised;
- Employees with severe obesity (body mass index [BMI] of 40 or higher)
- Employees with uncontrollable diabetes;
- Employees with chronic kidney disease undergoing dialysis;
- Employees with liver disease;
- Employees who are pregnant.

This is not an exhaustive list. A complete list can be found on the CDC website. A doctors note as well as a phone conversation with your doctor will be needed for HR to make decisions.

# Feeling Stressed or Anxious?

**The North Carolina Department of Health and Human Services has two new mental health resources to support North Carolinians**

## **OPTION 1:**

Hope4NC Helpline (1-855-587-3463)

The Hope4NC Helpline connects North Carolinians to additional mental health and resilience supports that help them cope and build resilience during times of crisis. As part of the state's recent hurricane recovery efforts it served over 4,400 people in the most impacted counties, and now it is being made available to everyone in North Carolina's 100 counties during the COVID-19 crisis.

## **OPTION 2:**

Hope4Healers Helpline (919-226-2002)

The Hope4Healers Helpline (919-226-2002) is a new initiative in partnership with the North Carolina Psychological Foundation. It provides mental health and resilience supports for health care professionals, emergency medical specialists, first responders, other staff who work in health care settings and their families throughout the state who are experiencing stress from being on the front lines of the state's COVID-19 response. Hope4Healers is also available 24 hours per day, seven days a week for people to reach out for support; they will be contacted quickly by a licensed mental health professional for follow-up.





