
WORK INSTRUCTION

Social Distancing

POLICY SAMPLE

1.0 SCOPE:

- 1.1** This work instruction describes Salem-Keizer Public Schools plan to implement the [OREGON STATE GOVERNOR'S EXECUTIVE ORDER 20-12](#), for designating an officer to establish, implement and enforce social distancing policies, consistent with the guidance from the Oregon Health Authority.

2.0 INSTRUCTION:

- 2.1 Social Distancing Officer (SDO)** Director of Safety and Risk Management Services, or designee, as appointed by the Chief Operations Officer.
- 2.2 Site Social Distancing Coordinator (SSDC):** A position of management or leadership appointed by the SDO. Department administrators or school principals are primary SDCs; however, if the administrator/principal is considered at-risk, the primary SSDC responsibility may be assigned to another administrator, behavior specialists, or office administrative personnel.
- 2.3** Additional SSDCs may be assigned depending on school enrollment size and need. Any individual assigned to these positions has the delegated authority of the principal/administrator and SKPS SDO, however, the primary SSDC will still retain overall accountability for adherence to all social distancing requirements. These positions can be changed daily depending on management and health needs.
- 2.4 Exemptions:** Individuals identified as at-risk are exempt from filling the SSDC. The delegated position must still be fulfilled by someone with the authority to ensure all social distancing and safety protocols are met.

3.0 RESPONSIBILITY:

3.1 SDO (Social Distancing Officer)

- 3.1.1 Shall develop and institute procedures to allow staff members deemed essential to work in safe environment while adhering to the Governor's Executive 20-12 for maintaining recommended social distancing in the work environment
- 3.1.2 Appoint SSDC at each site that is providing services to the community or more than two staff members
- 3.1.3 Is responsible for training all SSDCs
- 3.1.4 Is responsible for tracking SSDC training
- 3.1.5 Will assign Safety and Risk Management Services or other district staff to monitor, advise and correct social distancing procedures at any given location
- 3.1.6 Will provide plans to SSDCs for implementation
- 3.1.7 Shall be responsible for coordinating resources needed from other departments or

WORK INSTRUCTION

Social Distancing

POLICY SAMPLE

vendors to support SSDCs

3.2 Site Social Distancing Coordinator:

- 3.2.1 Will be onsite when other staff are present
- 3.2.2 Is responsible for identifying an on-site location for staff to be self-isolated if symptoms present during work hours and until they can leave worksite
- 3.2.3 Is responsible for setting up required social distancing guidelines for their site in support of daily activities
- 3.2.4 Will communicate to SDO any concerns and request any site assistance needs for their appointed location
- 3.2.5 Will coordinate any operation that requires personnel to enter the buildings
 - 3.2.5.1 Will determine schedule and identify areas to be entered
- 3.2.6 Will track all personnel who entered and exited the building and locations visited
 - 3.2.6.1 Either a paper form or electronic tracking system can be used
- 3.2.7 Will identify a singular entry and exit point
- 3.2.8 Will maintain a supply of gloves, sanitizer, and other cleaning supplies for use by staff when visiting the school
- 3.2.9 SSDC will ensure all employees complete the district approved self-check before entering the building

4.0 STAFF RESPONSIBILITIES

4.1 Self-check health and exposure before entering sites

- 4.1.1 Have you had close contact with, or do you live with anyone with currently ill and diagnosed with COVID-19?
- 4.1.2 Are you currently sick?
- 4.1.3 Do you have a fever?
- 4.1.4 If “yes” to any of the above question, stay home and do not attempt to come to work.

4.2 Self-check if returning to work after being ill

- 4.2.1 Are you well enough to work?
- 4.2.2 Are you free of all symptoms and have been so for 72 hours?
- 4.2.3 Have you gone 72 hours without fever reducing medications?

WORK INSTRUCTION

Social Distancing

POLICY SAMPLE

4.2.4 Has it been 7-10 days since first symptoms appeared?

4.2.5 If “no” to these questions, remain home and do not come to work.

4.3 SSDC will approve and schedule all district staff needing access to school or facility site.

4.4 Staff will:

4.4.1 Check in and out upon entering and exiting the site

4.4.2 Inform SSDC that they are entering and exiting the site

4.4.3 Go directly to designated location and limit exposure to approved location

4.4.4 Will not go into other rooms or areas without approval

4.4.5 Will clean contact areas such as desks, chairs, doorknob, or other areas visited before leaving the room

4.4.6 Will check out with SSDC when leaving

5.0 CONTROL MEASURES OF SOCIAL DISTANCING:

5.1.1 Maintain a distance of at least six feet from others

5.1.2 Support respiratory etiquette and hand hygiene for employees, vendors, and worksite visitors

5.1.3 Perform routine environmental cleaning and disinfection

5.1.4 Perform enhanced cleaning and disinfection in accordance with district protocols after persons suspected/confirmed to have COVID-19 have been in the facility

5.1.5 Follow procedures of QAM STS-W013 Communicable Disease

6.0 IMPLEMENTING PROCEDURES

6.1 The SDO shall appoint a SSDCs staff at each site with two or more staff members and any food, transportation, or other type of distribution sites open to the public and/or students.

6.2 The SDO will provide recommended plans for each type of activity and location that is open to the public and/or staff of two or more.

6.3 The SSDCs will implement the recommended plans for their location provided by the Social Distancing Officer.

6.4 SSDCs will notify the SDO of any social distancing violations either by phone if situation requires immediate attention or email with subject line of “SOCIAL DISTANCING.” Communication information for reporting violations can be found on the site social distancing plan.

WORK INSTRUCTION
Social Distancing
*****POLICY SAMPLE*****

6.5 Actions taken with respect to students and staff members shall be consistent with the rights afforded individuals under state and federal statutory, regulatory, and constitutional provisions.

6.5.1 The confidentiality of any affected student or staff member shall be maintained at all times.

6.0 REVISION HISTORY:

Date	Description
	Describe the nature of the change

7.0 APPROVAL AUTHORITY:

Approved By: Director of Safety and Risk Management Services