

Employee Daily Expectations and Acknowledgment COVID-19

The Maricopa Unified School District wants to mitigate COVID-19 related risks for all members of our school community. Doing so will require strict adherence by every employee to the expectations described below. Please read this document carefully and sign where indicated below to reflect that you have read and understood the expectations and agree to abide by them.

1. **Daily Expectations**

- Maricopa Unified School District site staff will have temperatures checked daily before the start of school. Anyone with a temperature of 100.4 or greater will be asked to return home. Staff with a temperature of 100 – 103 degrees may be asked to have further assessment.

2. **Face Covering Expectations**

- Properly wear a face mask, covering both the nose and mouth at all times while at work, unless in a room with no other persons present or outdoors where six feet or over distance can be maintained. Staff who can't wear a mask must have a District-approved accommodation for medical reasons which has been granted. **NOTE:** Face shields may also be worn, but they are not totally effective without a face mask.
- Clean face coverings frequently, washing them by-hand or in a washing machine.
- Teachers need not wear a face mask while teaching and maintaining social distancing

3. **Social Distancing Expectations**

- Maintain a 6-foot distance from others unless doing so is simply not viable to accomplish one's job duties. If social distance cannot be maintained, it is imperative that face coverings be worn.
- Do not schedule or attend group gatherings that have not been authorized by the Administration.

4. **Hygiene Expectations**

- Try to avoid touching one's face.
- Wash hands often and use alcohol-based hand sanitizer if soap and water are not available.

5. **Cleaning and Disinfecting Expectations**

- Use District provided disinfectant to clean frequently touched surfaces such as phones, keyboards, doorknobs, handles and faucets.

6. Identifying Symptom Expectations

- Learn the symptoms of COVID-19: Examples: fever, chills, cough, shortness of breath or difficulty breathing, diarrhea, nausea or vomiting, muscle or body aches, congestion or runny nose, headache, fatigue, new loss of taste or smell, sore throat.

7. Expectations to Stay Home When Sick or When Diagnosed With, Symptomatic or Exposed to COVID-19

- Stay home when sick.
- Immediately leave the work site if become ill during work shift.
- Notify your direct supervisor and the Human Resources Department to report the need for your absence and receive further direction if the you have been/are:
 - ✓ Diagnosed with COVID-19
 - ✓ Experiencing symptoms of COVID-19; or
 - ✓ In close contact with someone who has been diagnosed with COVID-19.
- Unless otherwise directed by the Human Resources Department, remain at home and do not report to work if you have been/are:
 - ✓ Diagnosed with COVID-19; or
 - ✓ Experiencing symptoms of COVID-19; or
 - ✓ In close contact with someone who has been diagnosed with COVID-19.

8. Communication and Action Expectations

- Immediately report COVID-19 symptoms, exposure or positive test results to Human Resources
- For any questions regarding the expectations and requirements set forth in this document, immediately or promptly contact the Human Resources Department at 520-568-5100 extension 1060 or 1003.

Acknowledgment of Review, Receipt and Agreement to Abide by Expectations:

Employee Name (printed):

Date: _____

Employee Signature:

Work Site: _____