



CCSD COVID-19 Phased Reopening Plans

Phases One and Two

Revised: June 25, 2020

Contents

- REOPENING CCSD - PHASE ONE 3
 - GENERAL OVERVIEW FOR PHASE 1..... 3
 - Defined criteria to be satisfied before state proceeds with Phase 1:..... 3
 - General Guidance for COVID-19 and Employee Health..... 4
- PHASE 1 CCSD WORK LOCATION GUIDELINES 5
 - Five to Seven (5 to 7) Days Prior to Phase 1 Reopening 5
 - One to Three (1 to 3) Days Prior to Reopening..... 6
 - Organizational Reopening (First Operational and Beyond) 6
 - Ongoing Expectations 7
- EMPLOYEE RETURN TO WORK GUIDANCE 7
 - Questionnaire 8
 - Guidance as Employees Return to Work 9
 - Guidelines to Reduce Transmission among Employees 11
 - Return of an Employee from Home Isolation or COVID-19 Positive 11
 - Return of an Employee after Caring for a Family Member or Other Individual 12
 - Return of an Employee Following Personal Travel 12
 - Additional Reminders 13
- REOPENING CCSD - PHASE TWO 15
 - GENERAL OVERVIEW FOR PHASE 2..... 15
 - Defined criteria to be satisfied before state proceeds with Phase 2:..... 15
 - General Phase 2 Guidance 16
- PHASE 2 WORK LOCATION GUIDELINES 17
 - Five to Seven Days Prior to Phase 2 Start Date..... 17
 - One to Three Days Prior to Start Date 18
 - General Phase 2 Guidance for Employee Health..... 18
 - General Phase 2 Guidance for Visitors 20
 - Phase 2 Additional Guidance 22
 - Ongoing Expectations 22
- Appendix 1: CDC Poster Guidance 24
- Appendix 2: CDC Hygiene Posters..... 32
- Appendix 3: Southern Nevada Health District Guidance 36
- Appendix 5a: Social Distancing Decal Instructions 42

Appendix 5b: Graphics Poster Ordering Guide - COVID-19 Safety 43
Appendix 6: Directive 024: Face Coverings..... 44

REOPENING CCSD - PHASE ONE

GENERAL OVERVIEW FOR PHASE 1

It is expected that the Governor may soon lift the current “Stay at Home Nevada” order in the near future. In preparation for when this occurs, this document and information contained herein is being provided to inform and support doing so in the safest manner. It is expected that as the Federal Government's phased approach to opening is implemented by the State of Nevada, that CCSD will follow suit by ramping up its operations accordingly for employees, supervisors, offices and buildings.

Note: All CCSD Facilities and buildings will remain closed to the general public during Phase 1. In addition, all schools will remain closed for students for the remainder of the 2019-2020 school year.

Defined criteria to be satisfied before state proceeds with Phase 1:

SYMPTOMS COVID-19	CASES COVID-19	HOSPITAL STATUS COVID-19
<ul style="list-style-type: none"> •Downward trajectory of influenza-like illnesses reported within a 14 day period, AND •Downward trajectory of covid-like syndromic cases reported within a 14-day period. 	<ul style="list-style-type: none"> •Downward trajectory of documented cases within a 14-day period, OR •Downward trajectory of positive tests as a percent of total tests within a 14-day period (flat or increasing volume of tests) 	<ul style="list-style-type: none"> •Ability to treat all patients with our crisis care, OR •Robust testing program in place for at-risk healthcare workers, including emerging antibody testing.

When this phased approach begins, it can mean additional employees will be asked to report to physical work sites to begin the work needed to resume our operations. This work is vitally important and must be completed in support of the safety and health of our employees and work environments. Every employee should be reminded that we are responsible not only for our own health and safety while we are at work, but also for the health and safety of our colleagues as well.

The health and safety of every individual, our workforce and our community as a whole, depends upon the compliance and adherence to this guidance and those of the health professionals. The COVID-19 virus and our CCSD response has been an evolving situation and it is incumbent upon all employees to stay abreast of all developments and communications. Employees are encouraged to ask any and all questions related to the virus as it may relate to working conditions and safety.

General Guidance for COVID-19 and Employee Health

All individuals should monitor their health and symptoms (fever, shortness of breath, etc.). Any individual who does not feel well or is symptomatic (fever, shortness of breath, etc.) should remain at home and away from others. Under no circumstances should any employee with any symptoms report to the workplace (Appendix 1: CDC Poster Guidance).

When in public or at work, all persons should maximize physical distance from others. Work locations will provide the appropriate size teams to support social distance and the personal space between individual employees should also be observed. Both supervisors and employees should constantly monitor for socializing and ensure the avoidance of groups. All CCSD team members should also monitor to avoid those circumstances that do not allow for appropriate physical distancing. Again, every individual is responsible for the safety and health of themselves and their employees.

Individuals returning to worksites who may have any of the serious underlying health conditions as noted by the CDC, should take any and all precautions necessary to protect themselves, especially while they are in the workplace. This may include (not all inclusive) maintaining social distances, following CDC recommended guidance for good hygiene and/or the wearing of proper equipment (masks) necessary to mitigate the contraction or spread of the COVID-19 virus.

When an employee's responsibilities cannot be completed at home, then the employee should work with their supervisor and the appropriate department to identify appropriate leave opportunities whether paid or unpaid. This may include available COVID-19 leave from the federal government, CCSD leave or perhaps leave which may be approved as an accommodation under the Americans with Disabilities Act Amendments Act ("ADA").

All employees should minimize any non-essential travel. If an employee does travel, they must report it to their supervisor so as to protect others and follow CDC guidelines regarding isolation and protection of your colleagues following travel.

Individuals Should Continue to Practice Good Hygiene. Employees should wash their hands with soap and water or use hand sanitizer, especially after touching frequently used items or surfaces. CCSD team members should avoid touching their face or sneeze or cough into a tissue or the inside of your elbow. In addition, employees should disinfect frequently used items and surfaces as often as possible. Face coverings are permitted while in public or in the workplace but are not currently required (Appendix 2: CDC Hygiene Posters).

All Individuals Feeling Sick Should Stay Home. Employees should not go to work or stay at work if they feel ill. Employees should contact and follow the advice of their medical provider. In addition, employees and supervisors should stay in contact and communicate often and openly discuss any return to work to support the health of other employees (Appendix 3: Employee Return for Illness).

PHASE 1 CCSD WORK LOCATION GUIDELINES

Five to Seven (5 to 7) Days Prior to Phase 1 Reopening

Based on the Governor lifting the Stay at Home Nevada expectations, supervisors will set in place a 5 to 7 day plan to return employees to work. Work location supervisors will be expected to contact and review back to work expectations with all employees. Where it is possible, feasible and aligned to business operations, employees can be allowed to continue with telecommuting (working from home) and be advised of the ability to continue such practices.

It is noted however that there are some positions where telecommuting is infeasible due to the nature of the work provided. As such, those employees who cannot be approved for telecommuting (work from home or other off site location) because of their job functions, may have the opportunity to explore available paid or unpaid leave options, depending upon their individual circumstances.

Those employees who are not authorized for telecommuting may:

1. Request to utilize available paid leave (sick, vacation, Federal etc.) where appropriate
2. Request an unpaid leave of absence in accordance with CCSD Regulation 4355.

ADA Accommodations. Those employees who have exhausted all available leave options but have a serious underlying medical condition and/or are within the age group deemed to be most vulnerable by the CDC, may contact the Office of Diversity and Affirmative Action/ADA and Title IX programs at (702) 799-5087 to request an accommodation. Employees in these categories who request an accommodation may be granted additional unpaid leave as an accommodation.

What will be needed to request an accommodation?

Employees may need to take an “ADA Packet” containing a simple questionnaire to their healthcare professional. This questionnaire will give the Office of Diversity and Affirmative Action/ADA and Title IX programs critical information necessary to determine whether or not the employee has a “qualifying medical condition” under the ADA. This information is necessary as it helps to identify appropriate accommodation options for the employee.

Alternatively, if the employee already has in their possession, information related to their medical condition and functional limitations and/or they have submitted similar information to another CCSD department (e.g. Human Resources or FML) then the employee may provide this information to the Office of Diversity and Affirmative Action/ADA and Title IX programs, in lieu of having the ADA questionnaire completed by their healthcare professional.

Note: It is important to note that employees must be on some type of approved leave to avoid being counted as AWOL. Being AWOL could result in an employee being subject to discipline up to and including termination.

Under Phase 1 where employees will return to work locations, they should be informed of their expected start date. Supervisors and work location managers are expected to develop shifts or other phased approaches for returning employees to the workplace. Employees should be divided into groups

and scheduled so as to allow for the necessary work to be completed safely and with required social distancing.

Supervisors are expected to develop a plan for common areas such as break rooms, bathrooms, work rooms, etc. so as to enforce the proper protocols based on group size and social distancing.

One to Three (1 to 3) Days Prior to Reopening

During this time period, work location supervisors will have already informed impacted employees and developed team, group or phased approaches for the workplace, to include all necessary safety precautions. The expectation is that supervisors walk through the work locations as an employee in preparation for the first day's reopening.

Supervisors should be thinking about and preparing to inform each shift or group about what is necessary to safely enter and exit the workplace and the expectations for safety during the work day. Employees should be very clear of the expectations upon arrival. This includes communication about, but not limited to, signing in, social distancing, information related to expectations and safety, workday, hours of operation, etc. Supervisors should ensure the work location is fully prepared and ready for employees to return including supplies, CDC guidance, rules, plans for social distancing and support of PPE only if necessary. PPE necessary to maintain employee safety while performing regular job duties is still required per Occupational Safety and Health Administration (OSHA) standards and will be provided by the work site, as usual.

Organizational Reopening (First Operational and Beyond)

These processes and expectations should be repeated as many times as necessary based on the number of shifts or phases being utilized.

The first day of return for employees should include a safety gathering following the necessary safety protocols related to COVID-19. These safety meetings should review all necessary guidance and workplace information for the employees. Information must include, washing of hands, staying or going home if not feeling well, social distancing, health monitoring, and other expectations for a safe and healthy work environment.

All employees should be reminded that based on the length of closure that the environments they are working in are now considered safe by CDC and SNHD guidelines. Keeping them safe will require everyone's constant and consistent efforts. All individuals should be reminded that employee safety is related to a common approach where everyone is responsible to protect themselves and their fellow employees.

This common approach should include reminders and guidance related to: washing your hands with soap and water or using hand sanitizer, especially after touching frequently used items or surfaces; to avoid touching your face; to sneeze or cough into a tissue, or the inside of your elbow; to disinfect

frequently used items and surfaces as much as possible; and to strongly consider using face coverings while in public, and particularly when using mass transit.

In addition to the above reminders, workplace specific situations should be covered. These should include items such as: where to wait prior to the day beginning, how to sign in and out, where and how to take breaks and eat lunch; and how to conduct all business in compliance with social distancing. Employees should be encouraged to ask any and all questions they have concerning procedures in the work environment.

All employees should be made aware that the guidance related to a phased reopening may change and should monitor email and other means of District communication. The COVID-19 virus and our CCSD response has been an evolving situation and it is incumbent upon all employees to stay abreast of all developments and communications.

Ongoing Expectations

Phase 1 plans for operations for all work locations must be constantly reviewed and revised. The organizational situations and guidance related to COVID-19 will continue to evolve and require work locations to change and adjust plans of operation. Work location supervisors must be cognizant and aware of changing guidance and be ready to make necessary changes to support employee safety and the safe operations of the workplace.

Phase 1 communication strategies and processes must be open and transparent. In these times, supervisors will have to create opportunities for additional communication in person or via email, phone and text to ensure information flows directly to impacted employees. Supervisors should assist in providing information to support the new workplace environment and aim to diminish employee fears and concerns.

In addition, communication from the employees to supervisors must also be established and maintained as a workplace priority. All employees and supervisors should be encouraged to ask any and all questions they have concerning procedure and conditions in the work environment. The COVID-19 virus and our CCSD response will continue to evolve and change and it is incumbent upon all employees to stay abreast of all developments, keep lines of communication open and create an environment where dialog can occur.

EMPLOYEE RETURN TO WORK GUIDANCE

As a supervisor you are receiving this information in preparation for a future time when employees who have been determined to have been diagnosed with, been exposed to, or cared for a family member or other individual who had COVID-19 and are asymptomatic and feel well enough and desire to return to work. We want our employees to return to work when they feel able, but all of us want to do so in a manner that is responsible and supports a healthy and safe workplace. This guidance and the questionnaire were prepared using the latest CDC guidance and will be updated accordingly. **This**

questionnaire is ONLY for suspected or diagnosed COVID-19 situations outlined below or stayed home to care for a family member or other individual.

Employees are expected to notify their supervisor if they were isolated at home due to a positive COVID-19 diagnosis, had a potential exposure to COVID-19, or stayed home to care for a family member or other individual. The questionnaire is intended only to record information obtained from an employee when they call and indicate a desire and ability to return to work. In all cases, the supervisor must complete the questionnaire with the employee. The goal is to determine if the employee is eligible to return, based on the CDC guidance and to set a date for the employee to return to the workplace.

Of importance to note, at this time, and in accordance with CDC Guidelines and the Nevada Department of Health and Human Services, the Medical Advisory Team (MAT) has indicated that **employers should not require a COVID-19 test result or a healthcare provider's note for employees who are sick to validate their illness, qualify for sick leave, or to return to work.**

The questionnaire can be found at this link. <https://forms.gle/2NwThMbbThU86K427>

Questionnaire

This questionnaire is intended ONLY for self-reported, suspected or diagnosed COVID- 19 situations and not for use in other situations. The Questionnaire Has Three Sections:

Section One – Identifying Information. This section will ask for identifying information including work location, first and last name of an employee, an employee ID number (if available) and a job title. All of the information will have to be entered into the form. The final question in this section requires a supervisor to determine what reason best describes why an employee was out. In this case a pull down menu of choices is provided.

Section Two - Conditions. This section will gather information on the conditions to make a determination for a return to work. Questions will capture the last day an employee reported to work, exposure date (if known), whether an employee experienced COVID-19 symptoms and the date symptoms began. Answers will be recorded by a pull down calendar or a “yes” or “no” response. As a supervisor you should mark these responses appropriately.

The next two questions of Section Two relate to an employee's current condition.

Question: Has it been at least 3 days (72 hours) since the employee has been symptom free?

Answer: Yes or No

In this case, “symptom free” means no longer having a fever without the use of fever-reducing medication and no respiratory symptoms (e.g. cough, shortness of breath). Select “YES” if the employee reports themselves as symptom free for at least 72 hours or the employee never experienced symptoms.

Has it been at least 14 full calendar days since the employee first experienced exposure or onset of symptoms?

Answer: Yes or No

In this case a supervisor needs to determine if the minimum standard of at least 14 full calendar days since the onset of symptoms or exposure has been met? Select "YES" if it has been seven full calendar days since the exposure, onset of symptoms or the employee never showed any symptoms.

The last question in Section Two requires a determination if an employee can return to work. The questions is as follows

Based on the employee's answers to the two previous questions and as supervisor for this employee, can the employee return to work?

Answer: Yes or No

In order to answer "YES," to this question, the employee must be a "YES" to being symptom free for at least 3 days (72 hours) and must be a "YES" to being beyond fourteen (14) full calendar days since the exposure, onset of symptoms or did not suffer from symptoms at all.

Section Three – Set a Return Date: This section will require a supervisor to finalize information and set a return date for the employee. Note that the return date, where possible, should be reached by mutual agreement. If an employee has a medical release (which will NOT be required) it can be requested in this section but is NOT a requirement to return.

Guidance as Employees Return to Work

These CDC recommendations will prevent most, but may not prevent all, instances of secondary spread. The CDC reports that the risk of transmission after recovery is likely substantially less than that during illness. All guidance is based upon current medical and scientific information and is subject to change based on updated CDC guidance.

Supervisors should actively encourage and ensure the following standards are in place in work environments where employees are present:

- Employees and Supervisors who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home.
- Supervisors should prepare for when employees return to work.

- Employees and Supervisors should ensure that all work spaces are cleaned and disinfected. This includes all areas such as offices, bathrooms, common areas, shared electronic equipment routinely.
- Supervisors and Employees should NOT talk about individual employees or any health related information.
- Employees and Supervisors should wash hands often with soap and water and if not available use hand sanitizer.
- Employees and Supervisors should enforce workplace social distancing, limit all group gatherings to under 10 people and keep conversational distances of at least 6 feet.
- Employees and Supervisors should cover the mouth and nose with tissue or sleeve when sneezing or coughing and dispose of the tissue after each use.

Supervisors should actively engage with ALL employees and be diligent in spreading the following information:

- **Pre-Screen:** All employees must remain diligent about checking health status and symptoms before leaving for work. If **ANY** employee does not feel well or is displaying symptoms, they should remain at home.
- **Regular Monitoring:** As long as the employee doesn't have a temperature or displaying other symptoms, they should be diligent about self-monitoring throughout the work day and at home. If **ANY** employee does not feel well or is displaying symptoms, they should remain at home.
- **Masks:** Employees may wear a face mask based on current CDC guidance, but they are not required.
- **Social Distance:** All employees should maintain 6 feet and practice social distancing as work duties permit in the workplace.

Guidelines to Reduce Transmission among Employees

Supervisors should actively encourage sick employees to stay home:

- Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home.
- Sick employees should follow CDC-recommended steps:
 - **Stay home:** Most people with COVID-19 have mild illness and are able to recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
 - **Stay in touch with your doctor:** Call before you get medical care. Be sure to get care if you have trouble breathing, have any other emergency warning signs, or if you think it is an emergency.
 - **Practice home isolation:** Separate yourself from other people and pets in your home. You should stay in a specific “sick room” if possible, and away from other people and pets in your home. Use a separate bathroom, if available.

Supervisors should actively encourage and ensure the following standards are in place in work environments where employees are present:

- Employees and Supervisors who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home.
- Employees and Supervisors should wash hands often with soap and water and, if not available, use hand sanitizer.
- Employees and Supervisors should enforce workplace social distancing, limit all group gatherings to under 10 people and keep conversational distances of at least 6 feet.
- Employees and Supervisors should cover their mouth and nose with tissue or sleeve when sneezing or coughing and dispose of the tissue after each use.

Return of an Employee from Home Isolation or COVID-19 Positive

Supervisors should speak directly with any employee who desires to return to work from Home Isolation or a COVID-19 positive:

- The return to work processes must begin by the employee notifying a supervisor of their desire to return to work.
- **Any date to return to work can only be established after an employee has been without symptoms for at least 3 days or 72 hours AND is beyond fourteen (14) full calendar days since the exposure, onset of symptoms or did not suffer from symptoms at all .**
- Employees and supervisors must discuss and determine if the employee meets the CDC guidelines of being without symptoms. Returning to work without symptoms includes:

No longer having a fever without the use of fever-reducing medications for three full days;

AND

No respiratory symptoms (e.g., cough, shortness of breath);

AND

At least 14 days have passed since symptoms first appeared;

OPTIONAL (Not Required)

A document or email from the SNHD approving the employee to return to work.

Return of an Employee after Caring for a Family Member or Other Individual

Speak directly with any employee who desires to return to work from caring for a family member or other individual who has been isolated at home or received a COVID 19 positive:

- Employees who show no symptoms, but who have a sick family member isolated at home or with COVID-19, should notify their supervisor and follow CDC recommended precautions.
- Any return to work processes must begin by the employee notifying a supervisor of their desire to return to work.
- **Any date to return to work can only be established after an employee has been without symptoms for at least 3 days or 72 hours AND is beyond fourteen (14) full calendar days since the exposure, onset of symptoms or did not suffer from symptoms at all .**
- Employees and supervisors must discuss and determine if the employee meets the following CDC guidance and criteria to return to work.

Return of an Employee Following Personal Travel

- CCSD has restricted all business travel.
- As to personal travel, CCSD cannot prevent an employee from traveling for personal reasons. However, CCSD must look out for the welfare of all employees and our work environments. Therefore employees must report any international or out of state travel during Phase One Reopening.
- **Any employee returning from international or out of state travel is either required to self-quarantine for 14 days upon return or provide a COVID-19 test demonstrating a negative result dated after their return to Nevada.**
- **In addition, any date to return to work can only be established after an employee has been without symptoms for at least 3 days or 72 hours**

- Supervisors should utilize the following survey link to document and assist in returning employees to work following personal travel out of state or internationally. <https://forms.gle/fP1bBYaqXmfC1KS18>
- Both employees and supervisors should note that employees may work from home during the quarantine time if their job responsibilities can be met or they may take the appropriate leave during this time period.

Additional Reminders

As employees return to work, Supervisors should actively encourage and ensure the following standards are in place in work environments where employees are present:

- Employees and Supervisors who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home.
- Supervisors should prepare for employees returning to work.
- Supervisors should routinely monitor health conditions of all individuals multiple times during the work day.
- Employees and Supervisors should take extra responsibility to ensure that all work spaces are cleaned and disinfected routinely. This includes all areas such as offices, bathrooms, common areas, and shared electronic equipment.
- Supervisors and Employees should NOT talk about individual employees or any health-related information.
- Employees and Supervisors should wash hands often with soap and water and, if not available, use hand sanitizer.
- Employees and Supervisors should enforce workplace social distancing, limit all group gatherings to under 10 people and keep conversational distances of at least 6 feet.
- Employees and Supervisors should cover the mouth and nose with tissue or sleeve when sneezing or coughing and dispose of the tissue after each use.
- Supervisors and Employees should wash hands often and frequently with soap and water and, if not available, use hand sanitizer.

Supervisors should actively engage with ALL employees and be diligent in spreading the following information:

- **Pre-Screen:** All employees must remain diligent about checking health status and symptoms before leaving for work. If **ANY** employee does not feel well or are displaying symptoms, they should remain at home.
- **Regular Monitoring:** As long as the employee doesn't have a temperature or isn't displaying symptoms, they should be diligent about self-monitoring throughout the work day and at home. If **ANY** employee does not feel well or is displaying symptoms, the employee should go home or remain at home.
- **Masks:** Employees may wear a face mask based on current CDC guidance. At this time, masks have been reported to possibly limit the spread from one person to the other.

- **Social Distance:** All employees should maintain 6 feet and practice social distancing as work duties permit in the workplace.

REOPENING CCSD - PHASE TWO

GENERAL OVERVIEW FOR PHASE 2

As expected, the Governor lifted our current phase of reopening and we are entering **Phase 2**. In preparation, this document and information contained herein is being provided to inform and support doing so in the safest manner. It is expected that as the Federal Government's phased approach to opening is implemented by the State of Nevada, that CCSD will respond and increase its operations accordingly.

Note: During Phase 2 CCSD facilities and offices will begin to increase its interactions with our constituents. It is expected that the vast majority of our work will continue to be done online and by telephone. While offices may be accessible to visitors by appointment, those appointments in Phase 2 will be the exception, not the rule. In addition, while all schools will remain closed for students, the main offices in our school buildings and other facilities will be expected to staff at appropriate ratios to increase the level of responsiveness to our stakeholders while maintaining strict adherence to social distancing and workplace safety requirements.

Defined criteria to be satisfied before state proceeds with Phase 2:

SYMPTOMS COVID-19	CASES COVID-19	HOSPITAL STATUS COVID-19
Downward trajectory of influenza-like illnesses reported within a 14 day period, AND Downward trajectory of COVID-like syndromic cases reported within a 14-day period.	Downward trajectory of documented cases within a 14-day period, OR Downward trajectory of positive tests as a percent of total tests within a 14-day period (flat or increasing volume of tests)	Ability to treat all patients with our crisis care, OR Robust testing program in place for at-risk healthcare workers, including emerging antibody testing.

As Phase 2 begins, additional employees will be returning to physical work locations to begin the work needed to resume operations and increase our responsiveness to the public. **It is the expectation of CCSD that most, if not all interactions with the public during Phase 2 be conducted, whenever possible, by phone or online. If access is required or granted to a member of the public to our offices and buildings, then such access must be by appointment only. Additional requirements for visitors are outlined in the following pages.**

These changes will mean additional diligence to support the safety and health of our employees and work environments. Every employee or visitor to our facilities, **MUST** be reminded that we are responsible not only for our own health and safety, but that we must also be thorough in our personal examinations of health to ensure the wellbeing and safety of our colleagues and community.

The health and safety of every individual, our workforce and our community as a whole, depends upon compliance and adherence to this guidance and those of the health professionals. Phase 2 is not time to

let down our guard. The COVID-19 virus and our CCSD response has been an evolving situation and it is incumbent upon all employees to stay abreast of all developments and communications. Employees are encouraged to ask any and all questions related to the virus as it may relate to working conditions and safety.

General Phase 2 Guidance

In Phase 2, where it is both feasible and aligned to business operations, employees can be allowed to continue with telecommuting (working from home) and should be advised of the ability to continue such practices. In Phase 2 however, there are some positions where telecommuting is not feasible due to the nature of the work provided and expectations of potential visitors to building and office locations. As such, those employees who cannot be approved for telecommuting (work from home or other off site location) because of their job functions, may have the opportunity to explore available paid or unpaid leave options, depending upon their individual circumstances.

In Phase 2, the recommended group size increases to less than fifty people (<50). Work locations must still provide the appropriate size teams to support working social distance, personal space between individual employees, and continuing to support an employee's wishes to wear a mask. Both supervisors and employees should constantly monitor for socializing and ensure the avoidance of large groups. All CCSD team members should also monitor to avoid any circumstances that do not allow for appropriate physical distancing. Again, every individual is responsible for the safety and health of themselves and fellow employees.

AT THIS TIME, CCSD IS NOT IMPLEMENTING ANY RECOMMENDED VENUE CAPACITY PERCENTAGE.

In Phase 2, district work-related and student travel remains restricted, however any requirements related to returning from personal travel have been lifted. Any employee returning from international or out of state travel should follow CDC and SNHD guidelines. Employees traveling should take extra precautions when traveling and upon return including actively monitoring their health and symptoms for COVID-19.

Finally, all youth sports, including school sports and activities are NOT allowed to re-open. Additionally, school facilities are NOT open to any in-person instruction or coaching.

PHASE 2 WORK LOCATION GUIDELINES

Five to Seven Days Prior to Phase 2 Start Date

Based on the Governor moving to Phase 2, supervisors will either set in place a 5 to 7 day plan or revise current plans for employees and any person entering a work location. Work location supervisors will be expected to **review Phase 1 and Phase 2** guidance. In Phase 2, where it is possible, feasible and aligned to business operations and **vulnerable populations**, employees can be allowed to continue with telecommuting (working from home) and should be advised of the ability to continue such practices. However, there are some positions in Phase 2 where telecommuting will become infeasible due to the nature of the work, expectations related to potential visitors and the necessity to increase customer service.

In order to staff offices safely and appropriately to increase responsiveness and interaction with the community, supervisors will be required to develop or revise an **operational plan**. Supervisors can create alternative work groupings, alternative schedules or other arrangements to divide the number of people in the building or location on a daily, weekly or other basis. These groupings must ensure the work can still be accomplished under CDC guidance. **These plans must be submitted and reviewed by the immediate supervisor or designee to ensure safety and health compliance, as anticipated staffing levels so as to increase customer service and responsiveness to the necessary stakeholders.**

Additionally, the plan should align to the expectation that the offices and other facilities will be staffed at appropriate ratios to increase the level of responsiveness to our stakeholders while maintaining strict adherence to social distancing and workplace safety requirements. Supervisors should be reminded that the expectation is the vast majority of the work will continue without direct contact with the public. When offices are made accessible to visitors by appointment, the plan must address the visitation protocols outlined later in this document. All plans should always account for and reflect CDC and SNHD guidance.

Those individuals required to return in Phase 2 to work locations, but express a desire or need to remain at home, must have the opportunity to explore working from home if appropriate, available paid or unpaid leave options. These determinations will be specific and depend upon their individual job responsibilities and circumstances.

Those employees who are not authorized for telecommuting may:

1. Request to utilize available paid leave (sick, vacation, Federal etc.) where appropriate.
2. Request an unpaid leave of absence in accordance with CCSD Regulation 4355.

ADA Accommodations. Those employees who have exhausted all available leave options but have a serious underlying medical condition and/or are within the age group deemed to be most vulnerable by the CDC, may contact the Office of Diversity and Affirmative Action/ADA and Title IX programs at (702) 799-5087 to request an accommodation. Employees in these categories who request an accommodation may be granted additional unpaid leave as an accommodation.

Under Phase 2 where employees will be returning to work locations, they should be informed of their expected start date. Supervisors and work location managers are expected to examine all potential work configurations and if necessary, develop shifts or other phased approaches for returning employees to the workplace. Employees should be divided into groups and scheduled so as to allow for the necessary work to be completed safely and with required social distancing.

Supervisors are expected to review plans for common areas such as break rooms, bathrooms, work rooms, etc. so as to enforce the proper protocols based on group size and social distancing. **In addition, supervisors must also be developing plans for potential visitors and the public reception areas within the work location and facility. Appropriate and focused planning for visitors must be undertaken and include the necessary forms, signage and social distancing requirements.**

One to Three Days Prior to Start Date

During this time period, work location supervisors will have already informed any impacted employees and developed team, group or phased approaches for the workplace, to include all necessary safety precautions. The expectations are that supervisors walk through the work location as an employee to ensure compliance with Phase 2 guidance and finalize as well as submit the operational plan as previously explained.

Supervisors should inform and orient each shift or group about what is necessary to safely enter and exit the workplace and the expectations for safety during the work day. Employees should be very clear of the expectations upon arrival. This includes communication about, but not limited to, signing in, social distancing, information related to expectations and safety, workday, hours of operation, etc. Supervisors should ensure the work location is fully prepared and ready for employees to return including visitors, supplies, CDC guidance, plans for social distancing and support of necessary PPE.

General Phase 2 Guidance for Employee Health

All individuals should continue to monitor their health and symptoms (fever, shortness of breath, etc.). Any individual who does not feel well or is symptomatic (fever, shortness of breath, etc.) should remain at home and away from others. Under no circumstances should any employee with any symptoms report to the workplace (Appendix 1: CDC Poster Guidance).

Effective Friday June 26, 2020, All individuals in work locations are expected to utilize a personal face covering in ALL public spaces. That means all employees must cover their face from the time of arrival, until they reach their personal workspace/office. If employees can properly social distance in their personal workspace/office, they may remove their face covering. Those employees working in the lobby or entrance area of all work locations **MUST** wear a face covering at all times. Any travel between offices, including breakrooms, hallways, parking location, etc. **REQUIRES** a face covering. We are all responsible for each other's health and safety. **Compliance with these expectations is not optional.** Supervisors are responsible to ensure compliance with the State of Nevada expectations as outlined in Directive 024. (Appendix 6: Directive 024: Face Coverings)

should continue to monitor their health and symptoms (fever, shortness of breath, etc.). Any individual who does not feel well or is symptomatic (fever, shortness of breath, etc.) should remain at home and away from others. Under no circumstances should any employee with any symptoms report to the workplace (Appendix 1: CDC Poster Guidance).

When in public or at work, all persons should maximize physical distance from others. Work locations will provide the appropriate size teams to support social distance and the personal space between individual employees should also be observed. Both supervisors and employees should constantly monitor for socializing and ensure the avoidance of large groups. All CCSD team members should also monitor to avoid those circumstances that do not allow for appropriate physical distancing. Again, every individual is responsible for the safety and health of themselves and fellow employees.

Individuals returning to worksites who may have any of the serious underlying health conditions as noted by the CDC, should take any and all precautions necessary to protect themselves, especially while they are in the workplace. This may include (not all inclusive) maintaining social distances, following CDC recommended guidance for good hygiene and/or the wearing of proper equipment (masks) necessary to mitigate the spread of the COVID-19 virus.

When an employee's responsibilities cannot be completed at home, then the employee should work with their supervisor and the appropriate department to identify work at home or the appropriate leave opportunities whether paid or unpaid. This may include available COVID-19 leave from the federal government, CCSD leave or perhaps an approved accommodation under the Americans with Disabilities Act Amendments Act ("ADA").

Individuals should continue to practice good hygiene. Employees should wash their hands with soap and water or use hand sanitizer, especially after touching frequently used items or surfaces. CCSD team members should avoid touching their face and sneeze or cough into a tissue or the inside of your elbow. In addition, employees should disinfect frequently used items and surfaces as often as possible. Face coverings are permitted while in public or in the workplace, but are not currently required (Appendix 2: CDC Hygiene Posters).

All individuals feeling sick should stay home. Under no circumstances should an employee go to or stay at work if they feel ill. Employees should contact and follow the advice of their medical provider. In addition, employees and supervisors should stay in contact and communicate often and openly discuss any return to work to support the health of other employees (Appendix 3: Employee Return for Illness).

When in public or at work, all persons should maximize physical distance from others. Work locations will provide the appropriate size teams to support their own social distancing and ensure the required personal space between individual employees is observed. Both supervisors and employees should constantly monitor for socializing and ensure the avoidance of large groups.

All CCSD team members should examine their public spaces where appointments could gather to ensure appropriate physical distancing (6ft). These numbers should be strictly monitored for compliance.

General Phase 2 Guidance for Visitors

Prior to Accepting Visitors

While the guidance that follows may seem stringent and inflexible, it in no matter or means precludes every CCSD employee from acting in support of providing superior customer service.

All business with the public, whenever possible, should be conducted over the phone or online. In cases where this is not possible, the following requirements should be in place.

All buildings are required to continue to follow CCSD visitation and policy regulations.

Appointments should only be arranged when the business to be conducted cannot take place on the phone or online. Appointments should be the exception, not the rule in Phase 2.

All buildings must have proper signage and social distancing materials placed in visible and appropriate locations to ensure safety of employees and visitors.

Person(s) requiring access to our building, offices and facilities must do so only with a scheduled, pre-arranged appointment (This does not include CCSD employees conducting regular business).

All CCSD supervisors must examine their public reception spaces where appointments could gather to ensure appropriate physical distancing (6ft). Estimates for the number of people present in these locations at any one time should be extremely conservative. These numbers should be stringently monitored for compliance.

Any additional furniture/seating that would support more than that number of visitors should be removed.

A daily schedule, by hour, for visitors should be established and those scheduling be informed of the need to ensure no number greater than those established for visitors will be exceeded.

Visitor Questionnaire and Acknowledgement forms must be customized and copied in advance and provided to every visitor upon arrival (Appendix 4: Visitor Questionnaire and Acknowledgement).

Arranging an Appointment

All Visitors requesting an appointment must be explicitly informed of the following requirements.

Visitors **must be explicitly informed** that they will be asked questions about their health, visitation requirements for social distancing and the requirement to use a mask or face covering.

Visitors **must be explicitly asked** if they have vulnerable conditions related to themselves or family members they reside with. If they answer in the affirmative then the person should be directed to wait until later reopening phases to resolve the matter.

Visitors **must be explicitly informed** they **may** have to submit to a temperature check. Persons with a temperature above 100.4 will be rescheduled.

Visitors **must be explicitly informed** they will have to answer a Visitor Questionnaire and Acknowledgement prior to or immediately upon entering the building or office location. The form and its requirements should be explained.

Visitors **must be explicitly informed** that they are expected to be on time for the scheduled appointment.

Visitors **must be explicitly informed** to call the provided office number upon arrival to the locations to ensure appointments are still on time and the reception area and staff are prepared prior to approaching the building. **If the visitor is more than 5 minutes late for the appointment, then the appointment may be rescheduled for another date and time.**

Visitors must be explicitly informed that access to the facility will be denied if they fail to complete the Visitor Questionnaire and Acknowledgement, feel sick or do not have a mask or face covering.

Prior to Entering the Facility

All Visitors requesting an appointment must be explicitly informed of the following requirements.

Visitors **must** call upon arrival to the location to ensure the lobby or location are prepared for their arrival. **If the visitor is more than 5 minutes late for the appointment, then the appointment may be rescheduled for another date and time.**

While on the phone, persons with an appointment **must explicitly state** that they feel well and are asymptomatic (no fever, shortness of breath, etc.). If they cannot meet this criteria, they must be rescheduled.

While on the phone, persons with an appointment **must be reminded of the requirement for social distancing and confirm they have a mask.** If they cannot meet this criteria, they must be rescheduled.

Visitors **must be explicitly informed** that they may have to submit to a temperature check and will be required to answer a Visitor Questionnaire and Acknowledgement prior to or immediately upon entering the building or office location. Failure to do so will prevent the visitor from keeping their scheduled appointment.

Following the Appointment

All visitor and scheduled appointment information for each day must be collected and preserved in case the information is needed by the Southern Nevada Health District (SNHD) at a later time.

If a visitor self-reports illness after their visit, based on the Visitor Questionnaire and Acknowledgement form, the supervisor should report that information to the appropriate Chief. In turn, the information will be sent to SNHD health contacts to confirm and determine next steps as required by the health district.

Phase 2 Additional Guidance

These processes and expectations included within this document should be repeated as many times as necessary based on the number of shifts or phases being utilized.

The return for employees should include safety gatherings and constant communications related to the safety protocols of COVID-19. These safety meetings should review all necessary guidance and workplace information for the employees. Information must include, washing of hands, staying or going home if not feeling well, social distancing, health monitoring, and other expectations for a safe and healthy work environment.

All employees should be reminded that based on the length of closure that the environments they are working in are now considered safe by CDC and SNHD guidelines. Keeping them safe will require everyone's constant and consistent efforts. All individuals should be reminded that employee safety is related to a common approach where everyone is responsible to protect themselves and their fellow employees.

In addition to the above reminders, workplace specific situations should be covered. These should include items such as: where to wait prior to the day beginning, how to sign in and out, where and how to take breaks and eat lunch; and how to conduct all business in compliance with social distancing including any potential visitors. Employees should be encouraged to ask any and all questions they have concerning procedures in the work environment.

All employees should be made aware that the guidance related to a phased reopening may change and they should monitor email and other means of District communication. The COVID-19 virus and our CCSD response has been an evolving situation and it is incumbent upon all employees to stay abreast of all developments and communications.

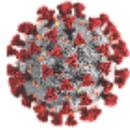
Ongoing Expectations

As with all phases, plans for operations for all work locations must be constantly reviewed and revised. The organizational situations and guidance related to COVID-19 will continue to evolve and require work locations to change and adjust plans of operation. Work location supervisors must be cognizant and aware of changing guidance and be ready to make necessary changes to support employee safety and the safe operations of the workplace. To that end, we are including additional guidance posters and floor stickers. (Appendix 5: Ordering Information)

In all cases, communication strategies and processes must continue to be open and transparent. In these times, supervisors will have to create opportunities for additional communication in person or via email, phone and text to ensure information flows directly to impacted employees. Supervisors should assist in providing information to support the new workplace environment and aim to diminish employee fears and concerns.

In addition, communication from the employees to supervisors must also be established and maintained as a workplace priority. All employees and supervisors should be encouraged to ask any and all questions they have concerning procedure and conditions in the work environment. The COVID-19 virus and our CCSD response will continue to evolve and change and it is incumbent upon all employees to stay abreast of all developments, keep lines of communication open and create an environment where dialog can occur.

What you should know about COVID-19 to protect yourself and others



Know about COVID-19

- Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
- The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
- COVID-19 symptoms can range from mild (or no symptoms) to severe illness.



Know how COVID-19 is spread

- You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person.
- You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.



Protect yourself and others from COVID-19

- There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.
- Stay home as much as possible and avoid close contact with others.
- Wear a cloth face covering that covers your nose and mouth in public settings.
- Clean and disinfect frequently touched surfaces.
- Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.



Practice social distancing

- Buy groceries and medicine, go to the doctor, and complete banking activities online when possible.
- If you must go in person, stay at least 6 feet away from others and disinfect items you must touch.
- Get deliveries and takeout, and limit in-person contact as much as possible.



Prevent the spread of COVID-19 if you are sick

- Stay home if you are sick, except to get medical care.
- Avoid public transportation, ride-sharing, or taxis.
- Separate yourself from other people and pets in your home.
- There is no specific treatment for COVID-19, but you can seek medical care to help relieve your symptoms.
- If you need medical attention, call ahead.



Know your risk for severe illness

- Everyone is at risk of getting COVID-19.
- Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more severe illness.



CS19057A 04/12/2020

cdc.gov/coronavirus

Lo que necesita saber sobre la enfermedad del coronavirus 2019 (COVID-19)

¿Qué es la enfermedad del coronavirus 2019 (COVID-19)?

La enfermedad del coronavirus 2019 (COVID-19) es una afección respiratoria que se puede propagar de persona a persona. El virus que causa el COVID-19 es un nuevo coronavirus que se identificó por primera vez durante la investigación de un brote en Wuhan, China.

¿Pueden las personas en los EE. UU. contraer el COVID-19?

Sí. El COVID-19 se está propagando de persona a persona en partes de los Estados Unidos. El riesgo de infección con COVID-19 es mayor en las personas que son contactos cercanos de alguien que se sepa que tiene el COVID-19, por ejemplo, trabajadores del sector de la salud o miembros del hogar. Otras personas con un riesgo mayor de infección son las que viven o han estado recientemente en un área con propagación en curso del COVID-19.

¿Ha habido casos de COVID-19 en los EE. UU.?

Sí. El primer caso de COVID-19 en los Estados Unidos se notificó el 21 de enero del 2020. La cantidad actual de casos de COVID-19 en los Estados Unidos está disponible en la página web de los CDC en <https://www.cdc.gov/coronavirus/2019-ncov/cases-in-us.html>.

¿Cómo se propaga el COVID-19?

Es probable que el virus que causa el COVID-19 haya surgido de una fuente animal, pero ahora se está propagando de persona a persona. Se cree que el virus se propaga principalmente entre las personas que están en contacto cercano unas con otras (dentro de 6 pies de distancia), a través de las gotitas respiratorias que se producen cuando una persona infectada tose o estornuda. También podría ser posible que una persona contraiga el COVID-19 al tocar una superficie u objeto que tenga el virus y luego se toque la boca, la nariz o posiblemente los ojos, aunque no se cree que esta sea la principal forma en que se propaga el virus. Infórmese sobre lo que se sabe acerca de la propagación de los coronavirus de reciente aparición en <https://www.cdc.gov/coronavirus/2019-ncov/about/transmission-sp.html>.

¿Cuáles son los síntomas del COVID-19?

Los pacientes con COVID-19 han tenido enfermedad respiratoria de leve a grave con los siguientes síntomas:

- fiebre
- tos
- dificultad para respirar

¿Cuáles son las complicaciones graves provocadas por este virus?

Algunos pacientes presentan neumonía en ambos pulmones, insuficiencia de múltiples órganos y algunos han muerto.



CS-174937-1 MES-175140 03/20/2020

¿Qué puedo hacer para ayudar a protegerme?

Las personas se pueden proteger de las enfermedades respiratorias tomando medidas preventivas cotidianas.

- Evite el contacto cercano con personas enfermas.
- Evite tocarse los ojos, la nariz y la boca con las manos sin lavar.
- Lávese frecuentemente las manos con agua y jabón por al menos 20 segundos. Use un desinfectante de manos que contenga al menos un 60 % de alcohol si no hay agua y jabón disponibles.

Si está enfermo, para prevenir la propagación de la enfermedad respiratoria a los demás, debería hacer lo siguiente:

- Quedarse en casa si está enfermo.
- Cubrirse la nariz y la boca con un pañuelo desechable al toser o estornudar y luego botarlo a la basura.
- Limpiar y desinfectar los objetos y las superficies que se tocan frecuentemente.

¿Qué debo hacer si he regresado recientemente de un viaje a un área con propagación en curso del COVID-19?

Si ha llegado de viaje proveniente de un área afectada, podrían indicarle que no salga de casa por hasta 2 semanas. Si presenta síntomas durante ese periodo (fiebre, tos, dificultad para respirar), consulte a un médico. Llame al consultorio de su proveedor de atención médica antes de ir y dígame sobre su viaje y sus síntomas. Ellos le darán instrucciones sobre cómo conseguir atención médica sin exponer a los demás a su enfermedad. Mientras esté enfermo, evite el contacto con otras personas, no salga y postergue cualquier viaje para reducir la posibilidad de propagar la enfermedad a los demás.

¿Hay alguna vacuna?

En la actualidad no existe una vacuna que proteja contra el COVID-19. La mejor manera de prevenir infecciones es tomar medidas preventivas cotidianas, como evitar el contacto cercano con personas enfermas y lavarse las manos con frecuencia.

¿Existe un tratamiento?

No hay un tratamiento antiviral específico para el COVID-19. Las personas con el COVID-19 pueden buscar atención médica para ayudar a aliviar los síntomas.

[cdc.gov/COVID19-es](https://www.cdc.gov/COVID19-es)



Feeling Sick?

Stay home when you are sick!

If you feel unwell or have the following symptoms
please leave the building and contact your health care provider.
Then follow-up with your supervisor.

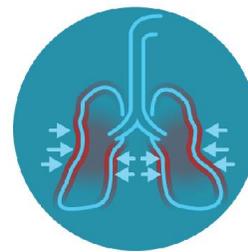
DO NOT ENTER if you have:



FEVER



COUGH



**SHORTNESS OF
BREATH**



cdc.gov/CORONAVIRUS

CS 316129-B March 22, 2020 6:53 PM



Feeling Sick?

Stay home when you are sick!

If you feel unwell or have the following symptoms
please leave the building and contact your health care provider.
Then follow-up with your supervisor.

DO NOT ENTER if you have:



FEVER



COUGH



SHORTNESS
OF BREATH



CS16024 - March 22, 2020 10:17 AM

cdc.gov/CORONAVIRUS



¿Se siente enfermo?

¡Quédese en casa si está enfermo!

Si no se siente bien o tiene alguno de estos síntomas,
**por favor, salga del edificio y comuníquese con su
proveedor de atención médica.**

Luego, póngase en contacto con su supervisor.

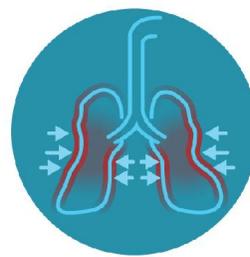
NO ENTRE si tiene:



FIEBRE



TOS



**DIFICULTAD
PARA RESPIRAR**



cdc.gov/CORONAVIRUS-ES



¿Se siente enfermo?

¡Quédese en casa si está enfermo!

Si no se siente bien o tiene alguno de estos síntomas,
por favor, salga del edificio y comuníquese con su proveedor de atención médica.
Luego, póngase en contacto con su supervisor.

NO ENTRE si tiene:



FIEBRE



TOS



**DIFICULTAD
PARA
RESPIRAR**



C376120-A March 26, 2020 11:17 AM

cdc.gov/CORONAVIRUS-ES

Prevent the spread of COVID-19 if you are sick

Accessible version: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

If you are sick with COVID-19 or think you might have COVID-19, follow the steps below to help protect other people in your home and community.

Stay home except to get medical care.

- **Stay home.** Most people with COVID-19 have mild illness and are able to recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- **Take care of yourself.** Get rest and stay hydrated.
- **Get medical care when needed.** Call your doctor before you go to their office for care. But, if you have trouble breathing or other concerning symptoms, call 911 for immediate help.
- **Avoid public transportation, ride-sharing, or taxis.**



Separate yourself from other people and pets in your home.

- **As much as possible, stay in a specific room and away from other people and pets in your home.** Also, you should use a separate bathroom, if available. If you need to be around other people or animals in or outside of the home, wear a cloth face covering.
 - See COVID-19 and Animals if you have questions about pets: <https://www.cdc.gov/coronavirus/2019-ncov/faq.html#COVID19animals>



Monitor your symptoms.

- **Common symptoms of COVID-19 include fever and cough.** Trouble breathing is a more serious symptom that means you should get medical attention.
- **Follow care instructions from your healthcare provider and local health department.** Your local health authorities will give instructions on checking your symptoms and reporting information.



If you develop emergency warning signs for COVID-19 get medical attention immediately.

Emergency warning signs include*:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or not able to be woken
- Bluish lips or face

*This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning to you.

Call 911 if you have a medical emergency. If you have a medical emergency and need to call 911, notify the operator that you have or think you might have, COVID-19. If possible, put on a facemask before medical help arrives.

Call ahead before visiting your doctor.

- **Call ahead.** Many medical visits for routine care are being postponed or done by phone or telemedicine.
- **If you have a medical appointment that cannot be postponed, call your doctor's office.** This will help the office protect themselves and other patients.



If you are sick, wear a cloth covering over your nose and mouth.

- **You should wear a cloth face covering over your nose and mouth** if you must be around other people or animals, including pets (even at home).
- You don't need to wear the cloth face covering if you are alone. If you can't put on a cloth face covering (because of trouble breathing for example), cover your coughs and sneezes in some other way. Try to stay at least 6 feet away from other people. This will help protect the people around you.



Note: During the COVID-19 pandemic, medical grade facemasks are reserved for healthcare workers and some first responders. You may need to make a cloth face covering using a scarf or bandana.



CS191024 04/17/2020

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

ما الذي يتعين عليك فعله إذا كنت مصابًا بمرض فيروس كورونا 2019 (COVID-19)

إذا كنت مصابًا بفيروس كورونا (COVID-19) أو تشك أنك مصابًا بالفيروس المسبب لمرض فيروس كورونا (COVID-19)، فاتباع الخطوات التالية وذلك لتساعد في الحد من انتقال المرض للأشخاص في منزلك ومجتمعك.

نظف يديك بشكل متكرر

اغسل يديك بالماء والصابون بشكل متكرر لمدة 20 ثانية على الأقل. في حال عدم توفر الماء والصابون، نظف يديك بمطهر يدين كحولي بنسبة لا تقل عن 60%. مغطياً كل أسطح يديك وافرك يديك معاً حتى تجف. يُفضل استخدام الماء والصابون إذا كانت اليدين متسخة بشكل واضح. تجنب لمس عينيك، وأنفك، وفمك بيديك غير المغسولتين.

نظف كل الأسطح "الملموسة بكثرة" يومياً

تتضمن الأسطح للملوسة بكثرة المناضد، وأسطح الطاولات، ومقابض الأبواب، ومستلزمات الحمام، والمراحيض، والهواتف المحمولة، ولوحات المفاتيح، والأجهزة الوجيهة، والطاولات بجانب السرير. نظف أيضاً أي أسطح قد تحتوي على دم، أو براز، أو سوائل الجسم. استخدم بخاخ التنظيف المنزلي أو المناديل المبللة، وفقاً لتعليمات الملصق. تحتوي للملصقات على تعليمات الاستخدام الآمن والفعال لمنتج التنظيف بما في ذلك الاحتياطات التي يجب عليك اتخاذها عند استعمال المنتج، مثل ارتداء القفازات والتأكد من وجود تهوية جيدة عند استخدام المنتج.

راقب أعراضك

اطلب الرعاية الطبية الفورية إذا كان مرضك يزداد سوءاً (مثلاً، ضيق في التنفس). قبل طلب الرعاية، اتصل بمقدم الرعاية الصحية وأخبره أنك مصاب، أو يُجرى تقييم إصابتك بفيروس كورونا (COVID-19). ارتد قناع الوجه قبل دخوله المنشأة. سوف تساعد هذه الخطوات إعادة مقدم الرعاية الصحية على حماية الأشخاص الآخرين المتواجدين في العيادة أو غرفة الانتظار من الإصابة أو التعرض للإصابة بالفيروس.

اطلب من مقدم الرعاية الصحية أن يتصل بإدارة الصحة المحلية أو الدولية. يجب على الأشخاص الذين يخضعون للمراقبة النشطة أو المراقبة الذاتية المُبَسَّرة اتباع التعليمات التي تقدمها إدارة الصحة المحلية أو اختصاصي الصحة المهنية، حسب الاقتضاء.

إذا كانت لديك حالة طبية طارئة وتحتاج إلى الاتصال برقم 911، فأبلغ موظف الاتصالات أنك مصاب، أو يُجرى تقييم إصابتك بفيروس كورونا (COVID-19). ارتد قناع الوجه قبل وصول الخدمات الطبية الطارئة، إن أمكن ذلك.

إيقاف العزل المنزلي

يجب أن يبقى المرضى الذين ثبتت إصابتهم بفيروس كورونا (COVID-19) ضمن احتياطات العزل المنزلي وذلك لحين انخفاض خطر انتقال العدوى الثانوية إلى الآخرين. يجب اتخاذ قرار إيقاف احتياطات العزل المنزلي على أساس كل حالة على حدة وذلك بالتشاور مع مقدمي الرعاية الصحية وإدارات الصحة المحلية والدولية.

الزم البقاء في المنزل ولا تخرج إلا لتلقي الرعاية الطبية

يجب عليك أن تحد من النشاطات خارج منزلك، إلا لتلقي الرعاية الطبية. لا تذهب إلى العمل، أو المدرسة، أو الأماكن العامة. تجنب استخدام وسائل النقل العامة، أو خدمة مشاركة الركوب، أو سيارات الأجرة.

اعزل نفسك عن الأشخاص الآخرين والحيوانات في منزلك

الأشخاص: يجب عليك، قدر المستطاع، البقاء في غرفة محددة بعيداً عن الأشخاص الآخرين في المنزل. ويجب عليك أيضاً استخدام مرحاض منفصل، إن كان ذلك متاحاً.

الحيوانات: يجب عدم التعامل مع الحيوانات الأليفة أو غيرها من الحيوانات أثناء الشعور بالمرض. يُرجى الإطلاع على الحيوانات وفيروس كورونا (COVID-19) لمزيد من المعلومات.

اتصل مسبقاً قبل أن تزور طبيبك

إذا كان لديك موعد مع طبيبك، فتصل بمقدم الرعاية الصحية وأخبره أنك مصاب أو قد تكون مصاب بفيروس كورونا (COVID-19). وسيساعد ذلك إعادة مقدم الرعاية الصحية في أخذ التدابير اللازمة لحماية الأشخاص الآخرين من الإصابة أو التعرض للإصابة بالفيروس.

ارتد قناع الوجه

يلزم عليك ارتداء قناع الوجه عندما تكون محاطاً بأشخاص آخرين (مثل، مشاركة الحجرة أو وسائل النقل) أو حيوانات أليفة وقبل دخولك عيادة مقدم الرعاية الصحية. إن لم تكن قادراً على ارتداء قناع الوجه (لأنه يسبب لك مشكلات تنفسية على سبيل المثال)، فيصنع على الأشخاص الذين يعيشون معك ألا يتقوا معك في نفس الغرفة، أو أن يرتدوا قناع الوجه إذا دخلوا غرفتك.

غطّ فمك عند السعال والعطس

عند السعال أو العطس، غطّ أنفك وفمك بمنديل ورقي. ارمِ المناديل الورقية المستعملة في سلة مهملات مبطنة، واغسل يديك فوراً بالماء والصابون لمدة 20 ثانية على الأقل أو نظف يديك بمطهر يدين كحولي بنسبة لا تقل عن 60-95% مغطياً كل أسطح يديك وافرك يديك معاً حتى تجف. يُفضل استخدام الماء والصابون إذا كانت اليدين متسخة بشكل واضح.

تجنب مشاركة الأدوات المنزلية الشخصية

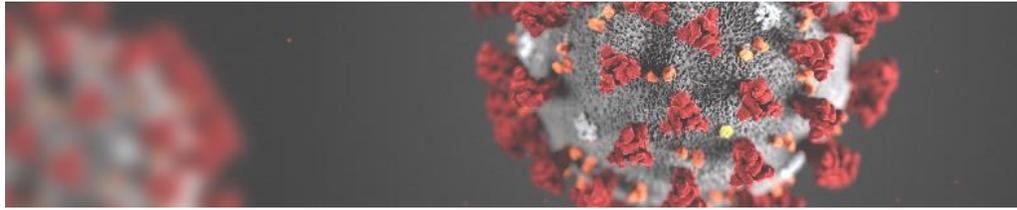
يحظر عليك مشاركة الأطباق، أو أكواب الشرب، أو الفناجين، أو أدوات تناول الطعام، أو المناشف، أو مفارش الأريّة مع الأشخاص الآخرين أو الحيوانات الأليفة في منزلك. ينبغي عليك غسل هذه الأدوات بالماء والصابون بشكل جيد بعد استخدامها.

www.cdc.gov/COVID19



01/16/2020 CS1480748

Appendix 2: CDC Hygiene Posters



Ten Steps All Workplaces Can Take to Reduce Risk of Exposure to Coronavirus

All workplaces can take the following infection prevention measures to protect workers:

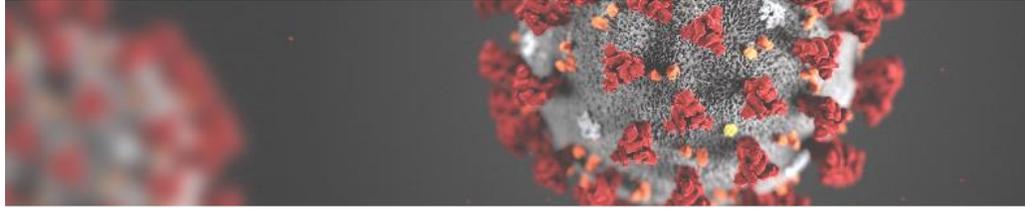
- 1 Encourage workers to stay home if sick.
- 2 Encourage respiratory etiquette, including covering coughs and sneezes.
- 3 Provide a place to wash hands or alcohol-based hand rubs containing at least 60% alcohol.
- 4 Limit worksite access to only essential workers, if possible.
- 5 Establish flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts), if feasible.
- 6 Discourage workers from using other workers' phones, desks, or other work tools and equipment.
- 7 Regularly clean and disinfect surfaces, equipment, and other elements of the work environment.
- 8 Use Environmental Protection Agency (EPA)-approved cleaning chemicals with label claims against the coronavirus.
- 9 Follow the manufacturer's instructions for use of all cleaning and disinfection products.
- 10 Encourage workers to report any safety and health concerns.

For more information, visit www.osha.gov/coronavirus or call 1-800-321-OSHA (6742).

 **OSHA** Occupational Safety and Health Administration
www.osha.gov

1-800-321-OSHA (6742)
TTY 1-877-889-5627

OSHA 3994-04-2020



Diez Medidas que Todos los Lugares de Trabajo Pueden Tomar para Prevenir la Exposición al Coronavirus

Todos los lugares de trabajo pueden tomar las siguientes medidas para la prevención de infecciones y proteger a los trabajadores:

- 1 Alentar que los trabajadores permanezcan en sus hogares si están enfermos.
- 2 Alentar buenos hábitos respiratorios, incluyendo cubrirse la boca al toser y estornudar.
- 3 Proveer un lugar para lavarse las manos o toallitas de mano que contengan al menos un 60% de alcohol.
- 4 Limitar el acceso al lugar de trabajo sólo al personal esencial, de ser posible.
- 5 Establecer la flexibilidad para el lugar de trabajo (e.g., trabajos desde la casa) y el horario de trabajo (e.g., turnos de trabajo escalonados), en cuanto sea posible.
- 6 Desalentar que los trabajadores utilicen los teléfonos, escritorios, u otras herramientas y equipo de trabajo de sus compañeros de labores.
- 7 Limpiar y desinfectar con frecuencia las superficies, equipo y otros elementos del ambiente de trabajo.
- 8 Usar químicos de limpieza con etiquetas de desinfectantes aprobados por la Agencia de Protección Ambiental (EPA, por sus siglas en inglés).
- 9 Seguir las instrucciones del fabricante para el uso de todo producto de limpieza y desinfección.
- 10 Alentar que los trabajadores denuncien cualquier preocupación acerca de la seguridad y la salud en el trabajo.

Para más información, visite www.osha.gov/coronavirus o llame al 1-800-321-OSHA (6742).

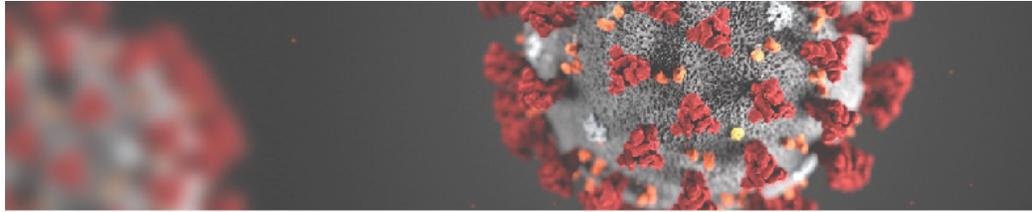


OSHA
www.osha.gov

Administración de
Seguridad y Salud
Ocupacional

1-800-321-OSHA (6742)
TTY 1-877-889-5627

OSHA 3995-04-2020



Sampung Hakbang na Maaaring Gawin sa Lahat ng mga Lugar ng Trabaho upang Mabawasan ang Panganib sa Pagkalantad sa Coronavirus

Ang lahat ng mga lugar ng trabaho ay maaaring gawin ang sumusunod na mga hakbang sa pagpigil ng impeksyon upang protektahan ang mga manggagawa:

- 1 Hikayatin ang mga manggagawa na manatili sa bahay kung may sakit.
- 2 Hikayatin ang tamang kasanayan kaugnay sa panghinga, kabilang ang pagtakip ng ubo at pagbahing.
- 3 Maglaan ng isang lugar para sa paghugas ng mga kamay o mga pamahid sa kamay na hindi baba sa 60% alkohol.
- 4 Kung maari, ilimita ang lugar ng trabaho sa pangunahing mga manggagawa lamang.
- 5 Magtatag ng nababagong lugar ng trabaho (hal., pagtatrabaho sa bahay) at nababagong mga oras ng trabaho (hal., nakaayos na mga pasok ng trabaho), kung magagawa.
- 6 Sikaping pigilan ang mga manggagawa na gamitin ang mga telepono, mesa, o ibang mga kasangkapan at kagamitan sa trabaho ng ibang mga manggagawa.
- 7 Regular na linisin at disimpektahin ang mga ibabaw, kagamitan, at ibang mga elemento sa kapaligiran ng trabaho.
- 8 Gumamit ng mga kemikal na panlinis na aprubado ng Ahensiya sa Pangangalaga ng Kapaligiran (EPA, Environmental Protection Agency) na may nakatatak na mga pahayag laban sa coronavirus.
- 9 Sumunod sa mga tagubilin ng tagagawa para sa paggamit ng lahat ng mga produktong panlinis at pang-disimpekta.
- 10 Hikayatin ang mga manggagawa na iulat ang anumang mga alalahanin tungkol sa kaligtasan at kalusugan.

Para sa karagdagang impormasyon, bumisita sa www.osha.gov/coronavirus o tumawag sa 1-800-321-OSHA (6742).

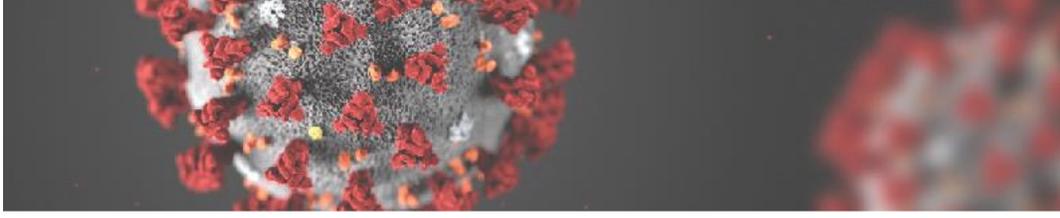


OSHA
www.osha.gov

Pangangasiwa
ng Kaligtasan at
Kalusugan sa Trabaho

1-800-321-OSHA (6742)
TTY 1-877-889-5627

OSHA 4000-04-1200 - The Power of
Weed Your Own Way to Reduce Risk of
Exposure to Coronavirus - 3/2020



عشر خطوات يمكن لكافة أماكن العمل اتباعها للحد من خطر الإصابة بفيروس كورونا

يمكن لكافة أماكن العمل اتباع تدابير الوقاية من العدوى التالية لحماية العمال:

- ١ حث العمال على البقاء في منازلهم إذا شعروا بالمرض.
- ٢ الحث على اتباع السلوكيات الصحية لأعراض الجهاز التنفسي؛ بما في ذلك تغطية الأنف والفم عند السعال أو العطس.
- ٣ توفير مكان لغسل اليدين، أو معقم يدين بالكحول يحتوي على نسبة ٦٠٪ من الكحول على الأقل.
- ٤ قصر الدخول إلى موقع العمل على العمال الضروريين فقط، إن كان ذلك ممكناً.
- ٥ تحديد مواقع عمل مرنة (على سبيل المثال: العمل عن بُعد)، وساعات عمل مرنة (على سبيل المثال: نوبات تبادلية)، إن أمكن.
- ٦ حث العمال على عدم استخدام هواتف أو مكاتب أو أدوات عمل أو معدات عمال آخرين.
- ٧ تنظيف الأسطح والمعدات وعناصر بيئة العمل الأخرى، وتعقيمها.
- ٨ استخدام مواد التنظيف الكيميائية المُعتمدة من وكالة حماية البيئة (EPA)، والتي عليها ملصق مكافحة فيروس كورونا.
- ٩ اتباع تعليمات المصنع في استخدام كل منتجات التنظيف والتعقيم.
- ١٠ حث العمال على الإبلاغ عن أي مخاوف بشأن السلامة والصحة.

للمزيد من المعلومات، يرجى زيارة موقع www.osha.gov/coronavirus

أو الاتصال على الرقم ١-٨٠٠-٣٢١-٨٠٠
إدارة السلامة والصحة المهنية (٦٧٤٢)

١-٨٠٠-٣٢١-٨٠٠ إدارة السلامة والصحة
المهنية (٦٧٤٢)
TTY 1-877-889-5627

إدارة السلامة
والصحة المهنية
OSHA
www.osha.gov



Appendix 3: Southern Nevada Health District Guidance

REOPENING

General Guidance for Reopening



Facilities throughout Nevada have been closed due to the COVID-19 pandemic. As facilities reopen, the Southern Nevada Health District is recommending steps to reduce further transmission in our communities. The following information is based on Centers for Disease Control and Prevention (CDC) guidance and public health principles to help facilities open in a safe manner. These guidelines are intended for the initial phase of reopening the economy and are subject to change depending on how the outbreak progresses.

If your business is regulated by the Health District, guidance specific to your industry can be [found here](#).

Take steps to reduce transmission among employees

- Contact employees to determine a schedule for preparing your business for operation. The Health District's ["COVID-19 Screening Questionnaire for Employees"](#) may be used to screen employees by phone. Employees who answered yes to any of the questions should not be allowed to work until symptoms are resolved and the CDC's guidelines on ["What to Do if You Are Sick"](#) are followed.
- Keep a record of employee screening using the Health District's ["Employee Illness Log."](#)
- Employees who have fever, cough, or shortness of breath should not be allowed to work until symptoms have resolved and they meet the criteria provided in the CDC's guidelines on ["What to Do if You Are Sick."](#) Information about when they can return to work can be found at that site.
- Review the [Nevada OSHA](#) webpage to make sure your employees are protected from potential exposures. This [OSHA Guidance Document](#) is another source of information.
- Follow any industry-specific directions given by the various Nevada State Boards and Commissions that regulate the facility or its employees.
- Consider offering paid sick leave to all employees to encourage them to stay home when sick.

Additional information from the CDC for employers and specific industries can be found on the CDC webpage ["Communities, Schools, Workplaces, and Events."](#)

Educate employees on how they can reduce the spread of COVID-19

- Employees can take steps to protect themselves. Refer to CDC's ["How to Protect Yourself & Others"](#) for tips.
- Clean and disinfect high-touch objects and surfaces following the CDC recommendations for ["Cleaning and Disinfecting Your Facility"](#)
- Employees should avoid using other employees' equipment. If shared equipment is necessary, the surfaces of the equipment should be cleaned and disinfected as recommended in ["Cleaning and Disinfecting Your Facility"](#) between uses.
- Practice social distancing by maintaining 6 feet from others and avoid large gatherings of employees or clients.

Continued on next page ►

REOPENING

COVID-19 Employee Screening Questionnaire



Screening employees daily can help in preventing the spread of the coronavirus in the workplace. The following is a list of recommended questions that can be used to screen employees for COVID-19.

Each day, before the start of the shift, ask each employee the following questions:

1. Do you have a new cough that you cannot attribute to another health condition?	YES / NO
2. Do you have new shortness of breath that you cannot attribute to another health condition?	YES / NO
3. Do you have any two of the following symptoms: Fever (100.4°F or higher), chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell?	YES / NO
4. Have you come into close contact (within 6 feet) with someone who has a laboratory-confirmed COVID-19 diagnosis in the past 14 days?	YES / NO

If an employee answers YES to ANY of the above questions, exclude the employee from work.

- Sick employees should follow the steps recommended by the Centers for Disease Control and Prevention (CDC): [What To Do if You Are Sick](#)
- Employees who test positive for COVID-19 should not return to work until the criteria to discontinue home isolation are met: [Discontinuation of Home Isolation for Persons with COVID-19](#)
- Employees who have had close contact with a laboratory-confirmed COVID-19 case for an extended period of time should be excluded from work for 14 days: [Public Health Recommendations for People in U.S. Communities Exposed to a Person with Known or Suspected COVID-19, other than Health Workers or other Critical Infrastructure Workers](#)
- For general guidance for businesses, see: [CDC Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 \(COVID-19\)](#)

If an employee answered NO to ALL the above screening questions, allow the employee to start their shift and remind them to:

- ✓ Wash hands properly when necessary.
- ✓ Not shake hands or make direct contact with any other employees or customers.
- ✓ Continue to practice social distancing.

The above recommendations are specific to the COVID-19 outbreak and should be used **in addition** to your employee health policy.

Rev. 4-27-2020

COVID-19 Employee Absence or Illness Log



Instructions: Use this log to monitor employee absences due to illness. Tracking absences will enable your establishment to better control the spread of illnesses.

This is not the form to use to track foodborne illness symptoms in food establishments. That form can be reviewed at:

www.southernnevadahealthdistrict.org/download/ferl/20190603-Employee-Absence-Illness-Record.pdf

Date Reported	Employee Name	Symptoms Reported to Manager by Employee		Manager/Employee Response					
		Symptoms* Cough (C), Fever (F), Shortness of Breath (SB)	Other Symptoms	Date Excluded or Restricted from Work**	Date Returned to Normal Work Duties	Consulted with Doctor?	Diagnosed?	Contacted Health District?	Restricted Duties
		<input type="checkbox"/> C <input type="checkbox"/> F <input type="checkbox"/> SB <input type="checkbox"/> Other				YES / NO	YES / NO	YES / NO	
		<input type="checkbox"/> C <input type="checkbox"/> F <input type="checkbox"/> SB <input type="checkbox"/> Other				YES / NO	YES / NO	YES / NO	
		<input type="checkbox"/> C <input type="checkbox"/> F <input type="checkbox"/> SB <input type="checkbox"/> Other				YES / NO	YES / NO	YES / NO	
		<input type="checkbox"/> C <input type="checkbox"/> F <input type="checkbox"/> SB <input type="checkbox"/> Other				YES / NO	YES / NO	YES / NO	
		<input type="checkbox"/> C <input type="checkbox"/> F <input type="checkbox"/> SB <input type="checkbox"/> Other				YES / NO	YES / NO	YES / NO	
		<input type="checkbox"/> C <input type="checkbox"/> F <input type="checkbox"/> SB <input type="checkbox"/> Other				YES / NO	YES / NO	YES / NO	
		<input type="checkbox"/> C <input type="checkbox"/> F <input type="checkbox"/> SB <input type="checkbox"/> Other				YES / NO	YES / NO	YES / NO	
		<input type="checkbox"/> C <input type="checkbox"/> F <input type="checkbox"/> SB <input type="checkbox"/> Other				YES / NO	YES / NO	YES / NO	
		<input type="checkbox"/> C <input type="checkbox"/> F <input type="checkbox"/> SB <input type="checkbox"/> Other				YES / NO	YES / NO	YES / NO	
		<input type="checkbox"/> C <input type="checkbox"/> F <input type="checkbox"/> SB <input type="checkbox"/> Other				YES / NO	YES / NO	YES / NO	
		<input type="checkbox"/> C <input type="checkbox"/> F <input type="checkbox"/> SB <input type="checkbox"/> Other				YES / NO	YES / NO	YES / NO	

* Symptoms of COVID-19 include cough fever or shortness of breath, other symptoms of COVID-19 include any of the following: chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell.

** If employees are suffering from cough, fever, shortness of breath or any two of the other symptoms, the employee should be sent home until they have had no fever for at least 72 hours without the use of medicine, other symptoms have improved and at least seven days passed since the symptoms first appeared.

Cleaning And Disinfecting Your Facility

Everyday Steps, Steps When Someone is Sick, and Considerations for Employers

How to clean and disinfect

Wear disposable gloves to clean and disinfect.

Clean

- **Clean surfaces using soap and water.** Practice routine cleaning of frequently touched surfaces.



High touch surfaces include:

Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.



Disinfect

- Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.
- **Recommend use of EPA-registered household disinfectant.** Follow the instructions on the label to ensure safe and effective use of the product.

Many products recommend:

- Keeping surface wet for a period of time (see product label)
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

- **Diluted household bleach solutions may also be used** if appropriate for the surface. Check to ensure the product is not past its expiration date. Unexpired household bleach will be effective against coronaviruses when properly diluted.

Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.

Leave solution on the surface for **at least 1 minute**

To make a bleach solution, mix:

- 5 tablespoons (1/3rd cup) bleach per gallon of water
- OR
- 4 teaspoons bleach per quart of water
- **Alcohol solutions with at least 70% alcohol.**

Soft surfaces

For soft surfaces such as **carpeted floor, rugs, and drapes**

- **Clean the surface using soap and water** or with cleaners appropriate for use on these surfaces.



COVID-19 04/11/2020

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)



May 7, 2020

TO: Clark County Businesses, Healthcare Personnel, School Administrators, Law Enforcement, EMS Providers, Community Stakeholders, Resort Properties, and Election Personnel

RE: Southern Nevada Health District Reopening Documents

FROM: The Office of Environmental Health

Monday, April 4, the Office of Environmental Health at the Health District published their reopening documents on the Health District's website.

These documents can be found using the following short link: www.snhd.info/reopen

These documents are being translated to Spanish and Chinese and will be updated when available. Please sign up to receive notices about updates.

Stay safe, be well and take care.

<https://www.cdc.gov/coronavirus/2019-ncov/prepare/disinfectine-buildine-facility.html>

A thank you to the contributing Health District teams that wrote these documents: Dan Slater, Alexis Barajas, Erik Anderson, Erik Sumera, Nate Diaz, Rachel Flores, Pamela Roche, Veena Ramakrishnan, Summer Holloway, Diane Umuhoza, Rabea Sharif, Nikki Burns-Savage. On the translating team: Larry Navarrete, Aminta Martinez-Hermosilla Adriana Hemberger, Yuzhen Feng, Jorge Viote.

Chad Kingsley, MD
Liaison Assistant
COVID19-RESPONSE Incident Command
Southern Nevada Health District
kingsley@snhdmail.org

P.O. Box 3902 | Las Vegas, NV 89127
702.759.1000 | www.southernnevadahealthdistrict.org

Appendix 4: CCSD General Visitor Questionnaire



Enter Department Name
VISITOR QUESTIONNAIRE AND ACKNOWLEDGEMENT

First Name	Last Name	Cell Phone	Email

In accordance with Southern Nevada Health District (SNHD) Guidelines, if you answer yes to any of the questions, you shall not be permitted entry to the testing facility. Circle the respective answer to each question.

1. Do you have a new cough that cannot be attributed to another health condition?	YES	NO
2. Do you have new shortness of breath that cannot be attributed to another health condition?	YES	NO
3. Do you have any two of the following symptoms: fever (100.4° F or higher), chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell?	YES	NO
4. Have you come into close contact (within 6 feet) with someone who has a laboratory-confirmed COVID-19 diagnosis in the past 14 days?	YES	NO
5. Have you received a laboratory-confirmed positive COVID-19 diagnosis in the last 14 days?	YES	NO

I acknowledge that //enter description of why they are on campus is for my personal benefit and that I will immediately be asked to leave and will be given instructions for rescheduling my visit if I become ill. In addition, if I become symptomatic and/or receive a positive COVID-19 test result within fourteen (14) days of my visit to the CCSD building, I will immediately contact them at 702-799-XXXX and give my name and the date of my visit and who I met with to notify SNHD to make appropriate contact notifications during this pandemic.

Signature	Date
-----------	------

For Office Use Only

Appointment Date:	Building/Room	Name of Employee Handling Appointment

Appendix 5a: Social Distancing Decal Instructions



Social Distancing Decal and/or Sure Stride Matting Instructions

In conjunction with CCSD's safe work practices, we will do our part to adhere to the Center for Disease Control's (CDC) 6-foot social distancing requirement. Social distancing floor decals have been created specifically for CCSD sites. Below are suggestions for use.

- Stay at least 6 feet (about 2 arms' lengths) from others and avoid large gatherings of employees or visitors.

Sure Stride Matting Instructions



- ✓ Step 1 (For Tile) Clean the floor and wipe dry until smooth
- ✓ Step 1a (Carpet) Vacuum the floor
- ✓ Step 2 Measure 6 ft distances
- ✓ Step 3 Cut individual mats from the roll as needed (Cut 1-foot squares or 2-foot x 1 ½ foot strips)
- ✓ Step 4 Position the mat in the desired location
- ✓ Step 5 Press and smooth the mat into place
- ❖ Made with durable fabric and easy to clean
- ❖ Stays in Place – Tacki-Back™ adhesive keeps mat in place
- ❖ Sure Stride Matting 3 ft. x 100 ft. rolls

Product No. 4450 (cutting knife included) (Brady SAP Order)

***NOTE: THE SURE STRIDE MATTING IS REUSABLE FOR MOVEMENT ON HARD SURFACES OR CARPET -** Limit movement of reusable matting to only a few times. The Tacky-Back can lose its strength and cause curling or slip/trip and fall hazards.

Social Distancing Decals Instructions

Brady



- ✓ Step 1 (For tile) Clean the floor and wipe dry until smooth
- ✓ Step 1a (Carpet) Vacuum the floor
- ✓ Step 2 Measure 6 ft distances
- ✓ Step 3 Peel off sticker liner
- ✓ Step 4 Press sticker to the floor from top to bottom, or left to right, and ensure no bubbles form
- ❖ Adhesive backing
- ❖ 1' x 1' Decals
- ❖ Packages of 25 available for order

Product No. FLOOR12CCSD (Brady SAP order)

Social Distancing Decal and Sure Stride Matting Combination Instructions



- ✓ Step 1 Follow Steps 1 through 5 for Sure Stride matting
- ✓ Step 2 Peel off sticker liner
- ✓ Step 3 Press Decal to the Mat from top to bottom, or left to right, and ensure no bubbles form

***NOTE: THE SURE STRIDE MATTING CAN BE USED TO MOVE SOCIAL DISTANCING DECALS AS FOOT TRAFFIC CHANGES WITHIN THE BUILDING.**

- Any social distancing decal or matting applications should be regularly inspected. Hazards should be addressed immediately.

Appendix 5b: Graphics Poster Ordering Guide - COVID-19 Safety

COVID-19 Safety Posters – Order Information



GPOD-095 – Covid-19 Symptoms Poster-Eng-8.5x11



GPOD-098 - Stay Home Poster-SP-8.5x11



GPOD-096 – Covid-19 Symptoms Poster-SP-8.5x11



GPOD-099 - Stop Spread Poster Eng-11x17



GPOD-097 - Stay Home Poster Eng-8.5x11



GPOD-100 - Stop Spread Poster SP-11x17

Appendix 6: Directive 024: Face Coverings



**NEVADA
HEALTH
RESPONSE**

**Nevada Medical Advisory Team:
Guidance on Directive 024: Face Coverings
June 24, 2020**

Summary: This document provides guidance on Directive 024, which enhances the original **GUIDANCE** on improvised face coverings released in conjunction with the advice of the Nevada Medical Advisory Team on April 3. This new directive requires Nevadans and visitors to wear face coverings when they are out in public, with limited exceptions as outlined below. Read on to learn more about the directive mandating face coverings:

When and where am I required to wear a face covering?

Whenever you leave the house. To keep businesses open and help slow the spread, face coverings are required.

Face coverings should be worn at all times in the following circumstances:

- Public spaces:
 - Inside of, or standing in line waiting to enter, any indoor public space.
 - While outside in a public space when 6 feet of social distancing from those not in your same household isn't possible.
- Public or Private Transportation or paratransit that others HAVE used or WILL use:
 - While waiting for or riding on public transportation or paratransit.
 - While riding in taxis, private car services, monorails, trams, and rideshares like Uber and Lyft.
 - While driving or operating any form of transportation or paratransit when passengers not in your same household are

- present. When no passengers are present, face coverings are still strongly recommended.
- While at work:
 - When interacting in-person with members of the public.
 - When in any space visited by the general public, even if no one else is present.
 - When in any space where food is prepared or packaged, for sale, or generally distributed to others.
 - When walking through common areas, such as hallways, stairways, elevators, and parking facilities.
 - In any room or enclosed area where other people (except for members of the person's own household or residence) are present when unable to physically distance.

Are children required to wear a face covering?

- The following children should never wear a face covering:
 - Those 2 years of age and under, to avoid potential risk of suffocation.
 - Those who have a mental health condition, medical condition, or disability that prevents them from wearing a face covering.
 - Those who are engaged in strenuous physical activity.
- Children ages 2 to 9 are strongly encouraged to wear face coverings when in public spaces. Children ages 10 and above are required to wear face coverings when in public spaces.
- Children in Child Care: Child care providers must comply with requirements established by the Nevada Department of Health and Human Services Division of Public and Behavioral Health (or, in Washoe County, the Washoe County Department of Social Services) and are responsible for clearly communicating any requirements to parents and guardians.
- Children Enrolled in Summer School: Public or charter schools operating summer school programs must comply with any requirements established by the local school district and/or Nevada Department of Education. Any requirements should be

communicated to students and parents or guardians and should be posted in classrooms.

- Children at Day Camps: Operators of day camps and similar programs must comply with requirements established by the Nevada Department of Health and Human Services and local health authorities and are responsible for clearly communicating any requirements to parents, guardians, and campers.

Are there any exemptions to who should wear a face covering? Yes,

Exemptions include persons:

- Who are 2 years of age and under, to avoid potential risk of suffocation.
- Who have a medical condition, whether it be mental health, disability, or other health reason that prevents them from wearing a face covering. This includes people with any medical condition for whom wearing a face covering can obstruct their breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance.
- Who are experiencing homelessness. These individuals are strongly encouraged to continue to practice social distancing, to wear face coverings if possible, and to seek out community services where available.
- Who are hearing impaired, or when in communication with an individual who is hearing impaired where the ability to see the mouth is essential for communication.
- For whom wearing a face covering would create a risk to the person as related to their work, as determined by local, state, or federal regulators or workplace safety guidelines.
- Who are obtaining services involving the nose or face for which temporary removal of the face covering is necessary to perform the service.
- Who are seated at a restaurant or other establishment that offers food or beverage services, while they are eating or

drinking, provided that they are able to maintain a distance of at least six feet away from persons who are not members of the same household or residence.

- Who are engaged in outdoor work or recreation such as swimming, walking, hiking, bicycling, or running, when alone or with household members, and when they are able to maintain a distance of at least six feet from others.
- Who are incarcerated. Prisons and jails are working diligently to mitigate the spread and have developed their own specific guidance for face coverings that applies to both inmates and staff.
- Who have a medical condition or disability, or who are otherwise unable to remove a mask without assistance. Individuals exempted under this provision should wear a non-restrictive alternative, such as a face shield, if possible.

I'm a business owner, what does this mean for me? With this new directive, businesses are asked to establish a "no mask, no service" policy for your own employees' and patrons' safety. Post notices on doors and in front of your locations to enhance public awareness and requirements for entry and safety. Please thoroughly screen those who are exempted from this face covering directive. The Nevada Health Response Team has provided this "No Mask, No Service" printable [POSTER](#) for businesses to display reminding customers of the new face covering requirement for entry. For convenience, the Team has also provided the poster in [SPANISH](#) and in both [ENGLISH and SPANISH](#).

Can a business refuse service to someone who refuses to wear a mask or face covering?

Businesses should first check that the individual is not part of an exempted category. If they are not exempted, businesses are encouraged to use the opportunity to have a discussion with any non-compliant individual and educate them on the importance of wearing a face covering to protect

themselves, other patrons, and staff. Businesses do have the right to ask a patron to return at a different time with a face covering.

If a confrontation occurs between a patron refusing to wear a face covering and an employee, please use discretion and alert local law enforcement as necessary.

I'm a consumer, I want to support my local bars, my favorite restaurants, casinos, etc., what does this mean for me? Wearing a face covering is a way for every Nevadan to play their role in restarting our economy, keeping businesses open, and keeping your neighbors and families safe. If you support your local Nevada businesses and their staff, the best thing you can do to keep them open and keep them safe, is to wear a face covering and practice social distancing.

Why should we wear a face covering? Additional scientific information has come to light about the transmission of COVID-19, specifically that people that are infected but are asymptomatic or are pre-symptomatic unfortunately play a significant part in the spread. The use of face coverings, in conjunction with aggressive social distancing, can significantly limit the transmission of infectious particles when someone talks, coughs, or sneezes. See the bottom of this guidance for additional resources.

Who else should wear a face covering? Everyone that isn't impacted by one of the exemptions listed above. This virus doesn't care about your age, gender, or race, it attacks the entire populace. Many of those who've contracted the virus may be asymptomatic, so it's critical we all take precautions to limit the spread.

What improvised face covering should I wear? Whatever one works and fits you best, as long as it follows the basic design principles provided by our medical team and the CDC. Below are some helpful links for designs and information on caring for your new face covering. In addition, our medical advisors recommend face shields be accompanied by cloth face

coverings, where medically possible. Keep in mind, FDA regulated PPE is currently in short supply and should be reserved for those working on the front line to combat this disease. They need it constantly and more than we do. However, there are several alternatives to protecting yourself.

Click [HERE](#) for more information on face coverings, including basic design principles, type of face covering you should wear, and how to care for your face covering.

Additional Resources

- [CDC Guidance - Use of Cloth Face Covering to Help Slow Spread of COVID-19](#)
- [CDC Recommends Wearing Cloth Face Covering in Public Setting where other social distancing measures are difficult to maintain](#)
- [Masks and Coronavirus Disease 2019 \(COVID-19\)](#)