



PATHWAYS ACADEMY ADULT EDUCATION Safe Reopening Plan

Employer:
Pathways Academy Adult Education
100 E. San Marcos Blvd., Suite 350
San Marcos, CA 92069

This plan has been developed to outline the preparations and plans for the safe reopening of the charter school's administrative office. The plan includes surveying staff for input regarding a safe work environment and necessity of work to be performed in the office setting. Further, the plan includes training for staff, cleaning of facilities, and protective measures to ensure that all staff minimize their risk of exposure to the COVID-19 virus.

Resources

The leadership team has prepared this plan based on the available resources and guidance from:

Center for Disease Control
OSHA
State of California
Orange County
San Diego County Office of Education
Bolton Risk Management
Paul, Plevin, Sullivan, and Connaughton
Young, Minney, and Corr

A. Signage

Signage will be placed at each public entrance of the facility to inform all employees and individuals entering the office that they should: avoid entering the facility if they have a cough or fever; wear facial coverings, maintain a minimum six-foot distance from one another; and not shake hands or engage in any unnecessary physical contact.

A copy of the Safe Reopening Plan will be at each public entrance to the facility.

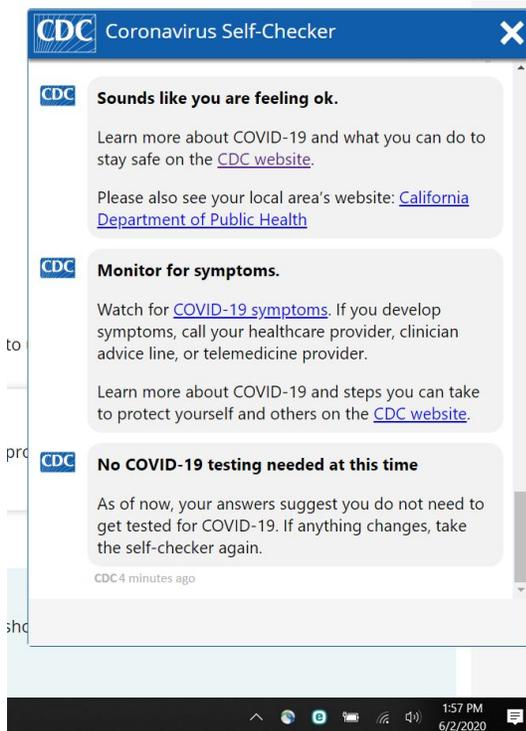
B. Measures to Protect Employee Health



Teleworking opportunities will be maximized to the best of the School's abilities. For projects or tasks requiring in-person office access, employees must follow the procedures outlined in the Plan.

Employees will be required to watch the CDC's training video regarding ways to prevent the spread of COVID-19. [6 Steps to Prevent COVID-19](#)

Employees must not come to work if they are sick. Employees who are scheduled to work in the office, must complete a [self-checker assessment](#) on the CDC's website. At the end of the survey, the employee must take a screenshot of the results including the time and date located in the computer's menu bar at the bottom of the screen. (See the picture for an example.)



The screenshot must be emailed to Jackie Mercado at jmercado@cccs.education each day prior to going into the office. If the results indicate the employee may have risk of the virus and must stay home, the screenshot should be emailed to Jackie and the employee will be accommodated to work at home.

All employees must wear facial coverings in the workplace, if within six feet of others. Masks will be provided to employees upon request. Desks and individual work stations are



separated by at least six feet. Breakrooms, bathrooms, and all common areas are cleaned daily in compliance with the property management's stated schedule. Soap, water, wipes, spray, and paper towels are made available for staff to utilize as needed.

Employees are required to eat in designated areas for staff breaks. Other than water, employees will not be permitted to eat at their desks. All food and wrapping must be disposed of in the trash. Employees must wash their hands before and after eating.

C. Measures to Protect Office Visitor Safety

Vendors, community members, or customers of the school will be limited inside the office to one person at a time, which will allow employees and the individual to easily maintain at least six-foot distance from one another at all practicable times. All visitors must wear a facial covering while inside the office.

D. Measures to Keep People at Least Six Feet Apart

Signs will be posted outside the office reminding people to remain at least six feet apart. Tape will be placed on the floor to mark six feet spacing in front of employees' workstations to ensure social distancing. All employees will be instructed to maintain at least six feet distance from any visitors and from each other, except employees may momentarily come closer when necessary to sign for receipt of an item, accept a delivery, or distribute an item, or as otherwise necessary.

E. Scheduling

Where it is possible, an appointment system will be utilized to manage the flow of individuals in the office at any given time. Staff work schedules may be staggered to accommodate in-office work tasks and reduce the number of individuals present. For example, staff may be scheduled in the office on a rotating schedule such as Monday-Wednesdays and Tuesday-Thursdays or for reduced hours each day specific to the need of the task and as pre-determined by the Executive Director or designee.

F. Employee Illness Reporting

Should an employee contract COVID-19 following the return to work, the employer will conduct an investigation to attempt to learn if it was possibly contracted through exposure at work or related to work activity. The school will file [Form 300](#) with OSHA for any known staff illness related to COVID-19 due to work activity.

Any individual who has questions or concerns regarding the Safe Reopening Plan may contact Jackie Mercado, Employee Benefits Specialist at jmercado@cccs.education.

Board approval date: June 18, 2020