



Roseville Joint Union High School District

HUMAN RESOURCES

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BOARD OF TRUSTEES

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August 10, 2020

Dear District Staff,

I hope this finds you and your family well. This memo is to update you on the District's current health and safety protocols, based on the updated recommendations from the California Department of Public Health.

Employees must adhere to the following measures:

- ✓ Do not come to work if you are sick. You should stay home if you have a fever or other COVID-19 symptoms. Symptoms of COVID-19 include fever of 100°F or greater, fatigue, body aches, chills, night sweats, cough, congestion, runny nose, shortness of breath, sore throat, headache, nausea or vomiting, diarrhea, new loss of taste or smell. **If you have COVID-19 symptoms, contact your doctor for advice and direction.**
- ✓ Respond to daily health screening email. Beginning Wednesday, August 12, 2020, every employee will be required to complete a daily health screening form. This form is vital to ensuring the health and wellbeing of each employee and our school district.
- ✓ Wear face coverings in all District locations and facilities. This mandated requirement went into effect to help mitigate the spread of COVID-19. Based on the [mandate](#), people must wear face coverings when they are in "high-risk" situations as it pertains to RJUHSD campuses and office settings:
 - Inside of, or in line to enter, any indoor public space;
 - Obtaining services from the healthcare sector including RJUHSD Health Offices;
 - Waiting for or riding in RJUHSD transportation (staff and students);
 - Engaged in work, whether at the workplace or performing work off-site, when:
 - Interacting in-person with any member of the public;
 - Working in any space visited by members of the public, **regardless of whether anyone from the public is present at the time;**
 - Working in any space where food is prepared or packaged for sale or distribution to others;
 - Working in or walking through indoor common areas, such as hallways, stairways, elevators, break rooms, staff workrooms, restrooms, and parking facilities;
 - In any room or enclosed area where other people are present when unable to physically distance.

In other words, masks must be worn at all times while in RJUHSD work settings that are open to visitors, co-workers, and the public, including open office spaces, cubicle settings, and when working in an enclosed office if other people are present.

The District has a supply of facemasks available; please contact your supervisor if you are in need of face coverings.

- ✓ Practice Physical Distancing. You must keep at least six (6) feet of distance between you and other people at all times. To help promote physical distancing, schools and departments may institute a maximum amount of employees who may be in break rooms, copy rooms, staff restrooms, and other common spaces at one time.
- ✓ Follow directional routes and markings. Sites and departments are encouraged to set up one-way directional routes to lessen the possibility of coming into contact with others while moving about the location.
- ✓ Practice healthy hygiene habits. Wash your hands frequently with soap and water for at least 20 seconds. Sinks are available in all staff restrooms as well as some breakrooms. If handwashing is not practicable, you should use hand sanitizer. Remember to cover coughs and sneezes with a tissue when not wearing a face covering. The District has supplied sites and departments with soap, paper towels, and hand sanitizer.
- ✓ Sanitize your immediate workspace. Custodians will continue to clean and disinfect frequently touched surfaces such as door handles and light switches. Employees should also sanitize their workstation on a regular basis. The Custodial department has provided spray bottles of MAXIM cleaning chemicals to use to clean your work area; the spray bottles and paper towels are available in the front offices.

Your supervisor may implement additional practices based on your job duties and site or department need. For example, your work schedule or meal break times may be adjusted in order to follow physical distancing guidelines.

Thank you for your time and attention to these important matters. If you have any questions on this information, contact your supervisor or send an email to hrhelp@rjuhsd.us.

Sincerely,

Brad Basham, Assistant Superintendent, Human Resources

Diana Christensen, Director, Human Resources - Classified