



INTRODUCTION

On July 2, 2020, Governor Mike DeWine outlined the following Health and Safety Guidelines for re-opening Ohio's schools:

- Vigilantly assess for symptoms
- Wash and sanitize hands to prevent the spread
- Thoroughly clean and sanitize school environment to limit the spread on shared surfaces
- Practice social distancing
- Implement a face coverings policy

The Brown County Educational Service Center will utilize all five guidelines in developing processes, procedures, and expectations for our employees, visitors, and guests. It is important that all aspects of the plan be followed in order to prevent the spread of the COVID-19 virus in order to keep everyone safe.

FACE COVERING POLICY

Employees at the BCESC will wear the appropriate face coverings when in common areas and hallways. There may be exceptions to wearing a face covering if it is determined to be unsafe, if an employee has a medical issue, or coverings are not advisable for health reasons. When an employee cannot wear a face covering due to a medical issue, the employee must submit a letter from their doctor stating that the employee's health will be negatively impacted by wearing a face covering.

*Employees that are assigned to districts will comply with all district guidelines and protocols for facial coverings.

GUIDELINES

Employees will self-monitor for symptoms and should stay home if any fever or symptoms are present.

Employees will sign in and affirm no symptoms present when working at the BCESC. *Employees will follow district guidelines when in the buildings.

Employees at the BCESC will maintain the appropriate physical distancing to the extent possible.

Employees at the BCESC should wash hands regularly throughout the day.

Employees at the BCESC should use hand sanitizer when available.

Employees hosting meetings will be responsible for sanitizing the hard surfaces prior to and after the meeting. Materials and supplies will be provided.

*Employees that are assigned to districts will comply with all district guidelines and protocols.

EXPOSURE/DIAGNOSIS

Any employee who has been exposed to COVID-19 should report this immediately to the BCESC Superintendent. The employee will immediately begin self-quarantine and await further instructions. The BCESC Superintendent will contact the Brown County Health Department. Should the employee live outside Brown County, the Superintendent will contact the Health Department in the county of residence in addition to the BCHD. The BCHD will then take over the incident and the employee will be required to follow all directions of the BCHD.

In the event an employee has been diagnosed as positive for COVID-19, the employee will report that to the BCESC Superintendent immediately. The employee should begin self-quarantine immediately and await further instructions. The BCESC Superintendent will contact the Brown County Health Department. Should the employee live outside Brown County, the superintendent will contact the Health Department of residence in addition to the BCHD.

Employees that are quarantined through exposure or a positive diagnosis will be advised of the appropriate leave by the Superintendent and/or the Treasurer. Employees may be permitted to work from home during the quarantine depending on the individual circumstances surrounding each case.

SCHOOL CLOSURES/SHUTDOWN

In the event of a school closure for students, it is the intent of county school districts to have all staff reporting daily to the buildings to provide instruction and/or other services for students.

BCESC employees placed in districts will report to the school assignment daily and provide instruction and/or other services as assigned by the district administrators.

BCESC office staff will report to their designated work assignment.

*In the event schools are closed due to a “stay at home” order by the Governor or Board of Health, the BCESC Superintendent will provide further directions, in partnership with local districts, regarding Remote Work.

