



WCSD Reopening

WCSD Reopening Phase 1: June 1, 2020

Begins June 1st, until further notice; additional guidance will be applied for Phase 2

Employees Who Cannot Work From Home

The goal of this reopening phase is to return employees to work, who are currently unable to work remotely, to a safe and healthy work environment. This guidance does not apply to employees who are able to work from home or whose work cannot be performed onsite due to closures. All employees who can, and who have been approved to work from home, must continue to do so.

Preparation for Phase 1 Return

Prior to the return of employees to the workplace, Leadership Team members and supervisors will be conducting work site observations. Using a guidance document and a notetaker, supervisors will be assessing the environment through the lens of safety. Focus will be placed on entry and exit points, public and other common areas, walkways, meeting rooms, and office space. Based on these observations, modifications and the purchase of critical supplies to maximize safety may take place.

During Phase I, all District administrative buildings will remain closed to the public. Schools will remain closed to students and staff through the remainder of the 2019-2020 school year. Summer school and Extended School Year (ESY) will be provided through distance learning. Any exceptions to these restrictions must be approved in advance by a District Leadership Team representative.

Employees Required to Return to Work for Whom Working from Home is Not an Option

Supervisors will work with these employees regarding their return to the work location. It is anticipated that the Phase 1 return will begin June 1, 2020. Social distancing rules will remain in effect with Occupational Safety & Health Administration (OSHA), Centers for Disease Control & Prevention CDC, and Washoe County Health Department (WCHD) standards and guidelines being followed. If social distancing is not possible, OSHA standards and guidelines will be followed (guidance documents are available at our District website).

Prior to the return of employees, supervisors will complete work site observations designed to maximize safety and implement plans accordingly, including:

- Develop shifts or other scheduling approaches for returning employees. To the extent practical, employee schedules must allow for the necessary work to be completed safely and with required social distancing. Altered schedules must be reviewed with the District Human Resources Office before implementation.
- Develop a plan for common areas such as break rooms, bathrooms, work rooms, etc., to enforce the proper protocols based on social distancing.
- Employees may wear a face covering if they choose, but they are not required to unless social distancing measures cannot be maintained. If social distancing measures cannot be maintained, face covering will be provided.
- All employees must maintain, and practice social distancing, as work duties permit.
- Enhanced personal hygiene practices should be encouraged from, and employed by, returning employees.
- Employees feeling ill, or who become ill while at work should stay home or return home and immediately contact their supervisor.

Employees who are unable to work from home and do not currently have necessary work at a facility will continue to stay at home while being paid. Follow up information will be presented for 9, 10, and 11-month employees.

Employees who do not feel comfortable returning to work, and who cannot be approved to work from home because of their job functions, should contact their Human Resources Technician to explore available paid or unpaid leave options depending upon their individual circumstances. You can find your HR Technician based on your assigned location here:

<https://www.washoeschools.net/cms/lib/NV01912265/Centricity/Domain/71/HR%20Tech%20List%201.27.20.pdf>

Additional information regarding leaves can be found in the applicable negotiated agreements (<https://www.washoeschools.net/Page/2653>) and under the Families First Coronavirus Response Act (<https://www.washoeschools.net/Page/14450>).



For more information on WCSD reopening plans visit
www.washoeschools.net/reopening