

Employee Safety

Protecting Employees from Illness

GENERAL

The Center encourages staff and students to stay home when they are sick.

All staff members earn paid sick leave and are free to use sick leave without penalty of repercussion for missed time. The Center does not require doctor verification for use of sick leave.

Staff members and students are encouraged to report illness and absence as soon as possible to help ensure adequate coverage of duties.

Sick persons are not permitted to return to Crowden until they are free from fever for at least 24 hours. A fever is considered a temperature of 100 degrees Fahrenheit or 37.8 degrees Celsius or higher. The temperature should be measured without the use of fever-reducing medicines (medicines that contain ibuprofen or acetaminophen).

Because not every contagious illness is accompanied by a fever, persons who suspect or confirm they have the flu should stay home at least four to five days after the onset of flu symptoms.

Crowden maintains a back-up staffing plan to cover sick staff.

COVID-19

Employees who exhibit COVID-19 symptoms are expected to follow the General Policies for Employee Illness as outlined above, and report symptoms as outlined in the section *Reporting Symptoms and/or Exposure* in this handbook.

Employees who are taking care of a person diagnosed with COVID-19, having known exposure to the virus, or having travel within the household are to follow the procedures outlined in the section *Reporting Symptoms and/or Exposure*.

Employees who test positive for COVID-19 are expected to remain off campus until they meet the criteria to return to campus as outlined in *Appendix H*.

Crowden works with employees who are at greater risk of illness to provide telework opportunities as to the extent possible.

Resources If Staff or a Family Member Are Ill with COVID-19

In addition to earned sick leave, the federal government and state of California offer resources if employees are unable to work because of illness from COVID-19 or caring for a family member ill from COVID-19. For additional information, see:

- [Families First Coronavirus Response Act: Employee Paid Leave Rights](#)
- [California Labor and Workforce Development Agency: Benefits Summary for Workers Impacted by COVID-19](#)

Keeping the Workplace Safe

ON-CAMPUS MONITORING FOR ILLNESS

Crowden requires self-screening or on-site screening of all persons entering the building. See the section *Checking for Signs and Symptoms* for more information.

Crowden has procedures to identify, isolate, and follow up with employees who become sick with COVID-19 symptoms while on campus. See the section *When Someone Gets Sick* for more information.

Crowden keeps informed on local conditions that may indicate the need to close the building for employee safety and has developed plans for implementing closure. See the section *Closure Procedures* for more information.

SAFE WORKPLACE

All spaces in the building that are occupied by staff and students have been measured to determine maximum capacity during COVID-19 conditions. Room assignments strictly adhere to these limits. Notices reminding staff of proper distancing are posted in typical gathering spaces such the kitchen and supplies room (main office), and staff monitor usage of these rooms. Signage indicating capacity is placed at the entrance to each room.

Staggered schedules are maintained to the extent possible to limit the number of people on campus at one time and promote social distancing.

Protective plexiglass barriers have been installed at the reception area.

Crowden regularly cleans, disinfects, and sanitizes the building. Rooms are equipped for adequate ventilation. See the section *Cleaning, Disinfection, and Ventilation* for more information.

Protective Equipment and Hygiene

Crowden supplies each classroom with hand sanitizer dispensers and has placed stand-alone wash stations in several locations throughout the building. Crowden requires all persons onsite to wear masks and has masks and gloves available for staff, students, and visitors as needed.