



## Social Distancing Protocol

Savant Preparatory Academy of Business (SPAB) takes the health and safety of its employees and scholars very seriously. With the spread of the coronavirus or “COVID-19,” SPAB must remain vigilant in mitigating the outbreak. In order to be safe and maintain operations, all personnel (including employees and visitors) are required to adhere to this Social Distancing Protocol. If you observe any violations of this protocol, contact Jea Reese, Director of Operations **immediately** at (951) 907-6297.

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### Signage

- Social Distancing Protocol will be placed at each public entrance of the campus to inform all employees and scholars that they should:
  - Avoid entering the campus if they have a cough, fever, or other symptoms of COVID-19.
    - A complete list of COVID-19 symptoms may be located at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
  - Avoid entering the campus if they have had personal contact with anyone who has or may have contracted COVID-19 within the last 14 days.
  - Maintain a minimum six-foot distance from one another.
  - Sneeze and cough into a tissue or, if not available, into one’s elbow.
  - Not shake hands or engage in any unnecessary physical contact.
- Post a copy of this Social Distancing Protocol at each public entrance to the campus and provide to each employee performing work at the campus.

### Measures to Protect Employee Health

*Ensure that the following checklist is completed:*

- Everyone who can work from home has been directed to do so.
- All employees have been told not to come to work if sick. Employees are to stay home if sick or if they have had contact with anyone diagnosed with or suffering symptoms of COVID-19.
- Symptom checks are being conducted before employees may enter the workspace. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and if the employee has had contact with a person known to be infected COVID-19 in the last 14 days. A temperature

check should also be done remotely or in person upon employees' arrival. If temperature checks are performed, screener must have received appropriate training and wear personal protective equipment ("PPE"). Any employee health information obtained must be protected as confidential.

- All employees will be offered at no-cost, a disposable face covering to be used at work when social distancing is not practical.
- All members of the public who enter the campus are required to wear a face covering during their time in the campus.
- Persons with a cough, fever, or other symptoms of COVID-19 are not to enter the campus. Persons who have had personal contact with anyone who has contracted COVID-19 are not to enter the campus.
- All desks or individual workstations are separated by at least six feet. Employees have been instructed to maintain social distancing at all times. All gatherings must be postponed or held via remote communication (e.g., telephone, videoconference, webinar, etc.)
- Break rooms, bathrooms, and other common areas are being disinfected frequently, on the following schedule:
  - Bathrooms: \_\_\_\_\_
  - Breakrooms: \_\_\_\_\_
  - Other: \_\_\_\_\_
- Disinfectant and related supplies are available to all employees at the following location(s): \_\_\_\_\_
- Hand sanitizer with at least 60% alcohol, effective against COVID-19, is available to all employees at the following location(s), including all entrance areas:  
\_\_\_\_\_
- Wash stations with soap and water are available to all employees at the following location(s):  
\_\_\_\_\_
- Visitor sign-in sheets will be maintained by Front office/administration personnel only. Designated personnel will take visitors' name and information. **Visitors will not sign in themselves.**
- Equipment will not be shared between employees unless it is unavoidable. If equipment must be shared by employees (e.g., used on different shifts) will be sanitized as follows:
- Copies of this Protocol have been distributed to all employees and employees will be instructed regarding this Protocol. Employees have been reminded that any employee violating these policies are subject to immediate discipline.
- Optional-Describe other measures: \_\_\_\_\_

- Social Distancing Protocol will be placed outside the campus to remind people to be at least six feet apart.
- Identify “check point” and “high-risk areas” where individuals are forced to stand together, such as hallways, hoists, elevators, and break areas and control them so social distancing is maintained.
- Where lines may form in the campus (e.g., front entrance, trouble window, gate, etc.), tape or other markings will be placed at minimum six feet intervals with signs directing persons to use the markings to maintain distance.
- All personnel have been instructed to maintain at least six feet distance from scholars and from each other where practical.
- Optional-Describe other measures: \_\_\_\_\_

### **Measures to Prevent Unnecessary Contact**

- No large group gathering are permitted while this Social Distancing Protocol remains in effect.
- Where possible, all processes should be completed in a contactless method (e.g., use electronic rather than hard copy communication where possible; limit hard copy mail distribution where possible, copy and transmit hard copy mail in electronic form where possible, etc.).
- Visitors arriving to campus are reminded to wear a face covering at all times (except while eating or drinking, if applicable) while on campus or on the grounds of the campus. This applies to all adults and to children 2 years of age and older. Only individuals who have been instructed not to wear a face covering by their medical provider are exempt from wearing one. To support the safety of your employees and other visitors, a face covering should be made available to visitors who arrive without them.
- Symptom checks are conducted before visitors may enter the facility. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills. These checks can be done in person or through alternative methods such as on-line check in systems or through signage posted at the entrance to the facility stating that visitors with these symptoms should not enter the premises.
- Optional-Describe other measures: \_\_\_\_\_

### **Measures to Increase Sanitization**

- Disinfecting wipes that are effective against COVID-19 are available in office area, breakrooms, classrooms, cafeteria, and other locations frequented by the scholars, staff and the public.
- Employees have been directed to disinfect equipment and workstations (including keyboards, telephones, handrails, elevator buttons, doorknobs, etc.) regularly.

- Employees have been directed to disinfect chrome books, workstations, pens, copy machine, and frequently used materials after each use.
- Hand sanitizer, soap and water, or effective disinfectant is available to the public at or near the entrance of the campus, and anywhere else inside the campus or immediately outside where people have direct interactions.
- Employees have been assigned to disinfect all high-contact surfaces frequently. (Where practical and legal to do so)
- Optional-Describe other measures: \_\_\_\_\_

## Incident Reporting

- A potential exposure incident must be immediately reported. If a potential exposure incident occurs while the employee is in a work setting or while working, the following steps should be taken:
  - Employees and supervisors shall notify Jea Reese, Director of Operations, as soon as possible following a potential exposure incident.
  - Potentially infected employee will be separated from other individuals while information is being gathered.
  - If a potentially infected employee desires medical treatment, arrangements shall be made to send the worker to a healthcare campus in accordance with CDC and local health official guidelines.
  - Medical records kept on file with the company will be maintained in accordance with the law, including confidentiality of private medical information.
- In the event that 3 or more cases are identified in the workplace within a span of 14 days the employer should report this cluster to the Department of Public health at (800) 782-4262 or (909) 387-3911. If a cluster is identified at the worksite, the Department of Public Health will initiate a cluster response which includes providing infection control guidance and recommendations, technical support and site-specific control measures. A public health case manager will be assigned to the cluster investigation to help guide the campus response.

If you have any questions about any aspect of this protocol, please contact Jea Reese **immediately** at (951) 907-6297.

