



COVID-19 Guidelines for the Workplace

Information for Baltimore County Public Schools (BCPS) staff working at schools, offices, and worksites during the COVID-19 Pandemic

Maintaining Office Functions

Remote work remains a primary strategy to facilitate adequate social distancing in BCPS offices. Supervisors will be responsible for working with their individual employees to determine a schedule that allows for remote work while maintaining critical office functions.

Staggered Schedules To Promote Safety

There are essential functions that must be maintained by physically entering BCPS office buildings. In those instances, a staggered schedule should be coordinated by supervisors that minimizes the number of employees in any one location at the same time.

Required Safety Protocols

Employees who are reporting to work on BCPS property must adhere to the following guidelines that have been adopted in accordance with Center for Disease Control and Prevention (CDC) and Health Department recommendations:

- All employees will be required to complete the *COVID-19 Employee Expectations and Acknowledgement Form*.
- All employees working on site must complete Safe Schools BCPS COVID-19 training: <https://bcps-md.safeschools.com/>.
- Temperature checks must occur at home, before arriving to the work site. Employees must remain at home if they have a temperature of 100.4 degrees or greater, new onset of a cough or shortness of breath, new loss of smell and/or taste, and/or two of the following symptoms: fatigue, muscle or body aches, headache, chills, sore throat, congestion, nausea or vomiting, and/or diarrhea. Employees with those symptoms must notify their supervisor that they are ill and should contact their doctor as soon as possible.
- Employees who display or complain of COVID-19 symptoms while at work shall be sent home immediately by their supervisor. Employees can return to work if they have been symptom-free for 72 hours or if they provide a return to work note from a health care provider. Employees must contact the Department of Human Resources Operations at covidleaves@bcps.org for clearance and documentation review. The supervisor will be notified when the employee is cleared to return to work and how to code the absence.
- Supervisors and employees must contact the Office of Health Services for the following scenarios: Confirmed positive COVID-19 test or exposure to a person confirmed to have COVID-19. The Office of Health Services can be reached at 443-809-6368 or OHSCOVID@bcps.org.
- The following employees will receive specific instructions from state and local health departments, which must be adhered to:
 - Employees who have tested positive for COVID-19.
 - Those who are under quarantine due to close contact with a confirmed positive case of COVID-19.
 - Employees who are awaiting COVID-19 test results to confirm active infection.

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- While working, all employees must practice social distancing and maintain a distance of at least 6 feet from other employees in their workspace.
- All employees will be responsible for securing their own mask or cloth facial covering. These must be worn at all times while working on BCPS property, unless an employee is alone in an office/space or if driving alone in a BCPS vehicle. Masks are not a substitute for social distancing.
- All workspaces and shared equipment areas will be cleaned and disinfected regularly by the Office of Facilities Operations. At this time, only the following products are approved for use in BCPS schools and office buildings by employees: Clorox Wipes (must not contain bleach) Lysol Wipes (must not contain bleach), and hand sanitizer.
- Hands should be washed frequently throughout the day for 20 seconds using soap and water, however, if soap and water is not available, hand sanitizer should be used. Hand sanitizer dispensers are recommended at all entrances, elevators, and high-touch areas within office buildings.
- Employees must adhere to CDC guidelines to stop the spread of germs while in the workplace.
- Employees who have been affected by COVID-19 should be given contact information for the Office of Benefits, Leaves and Retirement (443-809-8947) or Covidleaves@bcps.org to determine eligibility for Families First Coronavirus Response Act benefits.
- Employees with a medical condition who need a workplace accommodation may contact the Office of Equal Employment Opportunity at 443-809-8937.

Stay Informed

Please access the [COVID-19 Resources](#) tab, on the [BCPS One](#) page, for further guidance. Also, accept and listen to BCPS robo calls for updates.

This information is subject to change and revision.