



RECONNECT.

RECONNECT
RE-ENTRY PLAN

**SSC SERVICES FOR
EDUCATION**



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SSC COVID-19 Strategies

SSC will continue to monitor the safety of the workplace. As circumstances dictate, SSC will take all appropriate precautionary and preventive measures to ensure that our workplaces are safe, and we will regularly advise our associates of such on-going preventive measures. SSC continues to follow CDC guidelines as it pertains to monitoring, testing, reporting, and returning to work for those employees suspected or having tested positive for the COVID-19 virus.

SSC's goal is to support your district during this challenging time. You may implement additional policies regarding COVID-19, and SSC associates shall be required to adhere to those policies to the extent that site policies impose greater restrictions than those set forth by SSC.

Additional planning will be developed by SSC once the site adopts in what manner instruction returns to the campus. SSC is currently working on a "fall cleaning plan" which will encompass the recommendations provided by your site and the CDC. Once SSC receives direction from the site, a plan can be customized to meet all those needs for additional services.

Actions taken to promote employee safety- Maintenance, Custodial, Grounds, and EDCS:

- Additional hand sanitation stands have been deployed at the employee timeclocks.
- Time clocks are sanitized throughout the day.
- Staggered start times have been implemented for all crews.
- The use of facial covering was made mandatory when social distancing (6 ft.) could not be achieved. This applies to both the job site and while driving throughout the district.

Custodial Strategies for Covid-19

Below are the current strategies employed by SSC Custodial Staff in the mitigation of the COVID-19 virus. Please note that SSC has begun to build additional inventory in the event that the site directs SSC to do so. However, increased cleaning will likely result in the need to increase staffing on the campus. This increase in staffing and material will have a financial impact on the site.

Inventory: SSC has been able to successfully procure all needed custodial supplies.

Equipment: SSC has procured electrostatic sprayers, backpack sprayers, and Clorox 360 machines utilized in the disinfection process. These particular units will be utilized in the fall cleaning plan to address the defecting of classroom space and public gathering spaces.

Current Approved Custodial Cleaning Plan- COVID-19

The attached cleaning specification approved by SSC and FDA will continue to be used with the following modifications. See Cleaning Specifications on next page.

- All general cleaners have been replaced with EPA rated Virucides
- Frequencies of cleaning tasks will be modified on a building by building bases, based on occupancy and traffic. *See Attachment A.*
- All touchpoint areas will be disinfected every weekday morning, note that building receiving 7-day service will be done daily. These areas include but are not limited to the following: Tables, doorknobs, light switches, countertops, handles, desks, elevator buttons, railings, vending machines, drinking fountains, push plates, and bathrooms. *See Attachment B*
- SSC will be focusing on highly used areas. Providing additional disinfecting and cleaning.
- SSC will also provide porter services for specific areas i.e. computer labs when requested by the site.
- Areas that are not being utilized i.e. Secured/closed areas will be cleaned less frequently and the focus and frequency will be on public spaces and high traffic areas.
- SSC will be focusing on deep cleaning the building while the majority of the students are not on campus.
- SSC recommended that staff/faculty clean and disinfect their personal items in their office, i.e. Phone, keyboard, mouse, TV and computer. SSC is willing to supply product to based on availability.
- SSC can provide disinfectant spray bottles and product to those labs requesting assistance. SSC will continue to follow this practice when Staff, Faculty, and Students begin to return to the campus.

Process for Special Cleaning: Areas suspected of COVID-19 exposure.

SSC has utilized electric static sprayers and aerosol disinfectant foggers to remediate areas that could have been contaminated with the Covid-19. Below is the process for treating the contaminated areas.

- A request will be generated listing specific areas that need disinfecting.
- Any areas having been exposed to the virus will be cleaned by SSC.
- As per recommendation of the CDC, SSC will clean isolated rooms 24 hours after area exposure.
- If exposure is in common areas, SSC will disinfect immediately.
- An electrostatic sprayer or a canned fog bomb containing an EPA rated virucide will be utilized initially and a wipe down with virucide will be done once fogged.
- SSC will notify the WO initiator once task is complete.

General Cleaning Procedures during COVID-19:

Added safety procedures for the disinfecting process during the COVID-19 Pandemic include the following:

- Change out gloves after each of the following task.
 - Bathroom Cleaning
 - Floor Mopping
 - Office Cleaning
- Utilize spray bottles or a bucket of disinfectant taken from J-fills.
- Utilize a two-rag system while cleaning offices. (A rag that is used in an office is then disinfected while another is used in the next office).
- Wipes and rags are both used to clean touch points in the office.
- A color-coded system is utilized on our microfiber towels to avoid crosscontamination:
 - Towels are color coded for the specific task:
 1. Yellow and red microfiber towels in restrooms only
 2. Blue and green are used in all areas except restrooms
 - Rags are changed out throughout the day
 - Restroom rags are changed out after use
 - Office and hallway/common areas are changed out periodically throughout the day
- Disinfectant utilized in buckets is changed out based on soil loading, or after each restroom cleaning is performed.

Attachment A

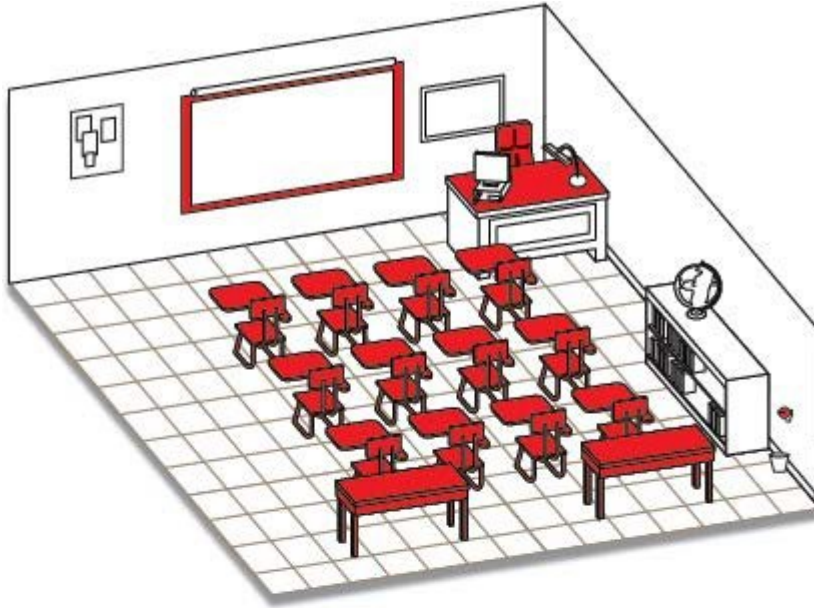
Frequency Schedule for Disinfection

Area	Frequency	Priority
Entrances	1 x day	High
Elevators	2-3 x day	High
Stairs	1 x day	Normal
Offices	1 x day	Normal
Labs	N/A	N/A
Classroom	1 x day	High
Kitchens	1 x day	Normal
Bathrooms	2 x day	High
Common Areas	1 x day	Normal
Showers	1 x day	Normal
Locker Rooms	1 x day	Normal
Fitness Areas	1 x day	Normal
Touch Points* <ul style="list-style-type: none"> Light switches, door handles, desks, egress doors, water faucets, entire bathroom, chairs, stair handrails, elevators, elevator buttons, and any other surface with a high frequency of human contact 	1 X day	High

* Touch Points: Disinfected Monday through Friday morning. Buildings with 7- day service receive this service 7 days a week.

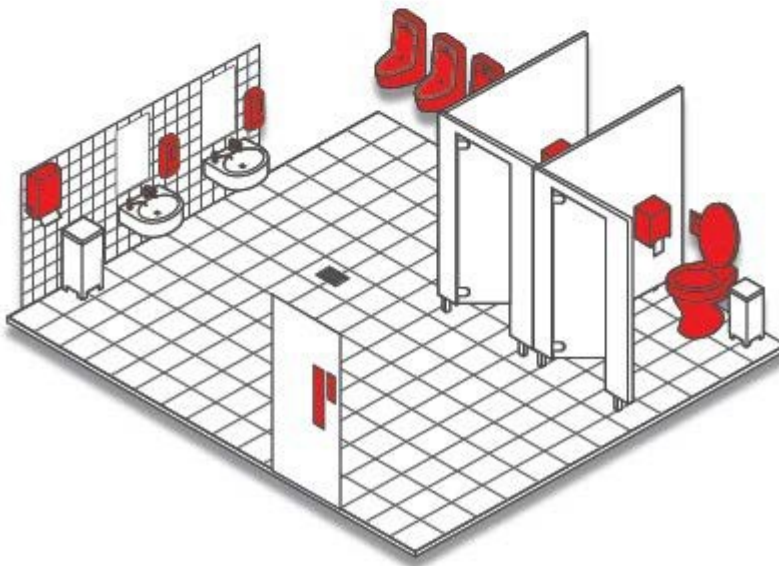
ATTACHMENT B

Key touchpoints:



Classrooms:

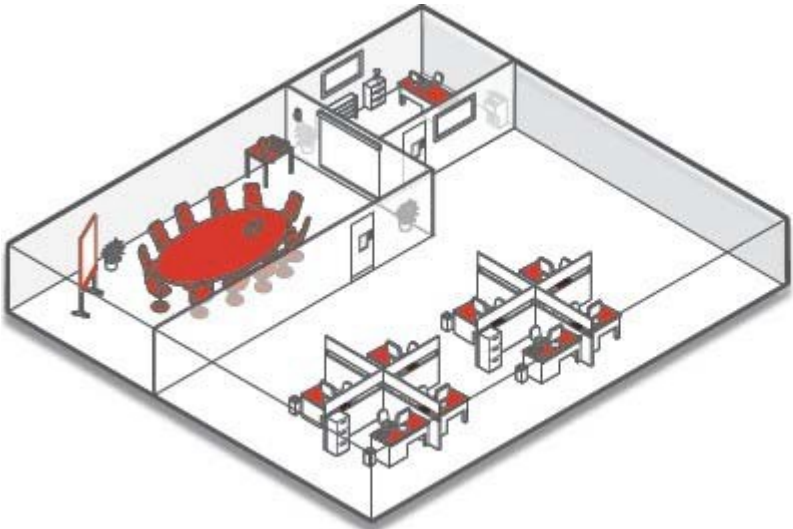
-  telephones / computers / electronics
-  desks / tables
-  switches
-  door handles
-  chairs
-  pencil sharpener/ metal surfaces



Restrooms:

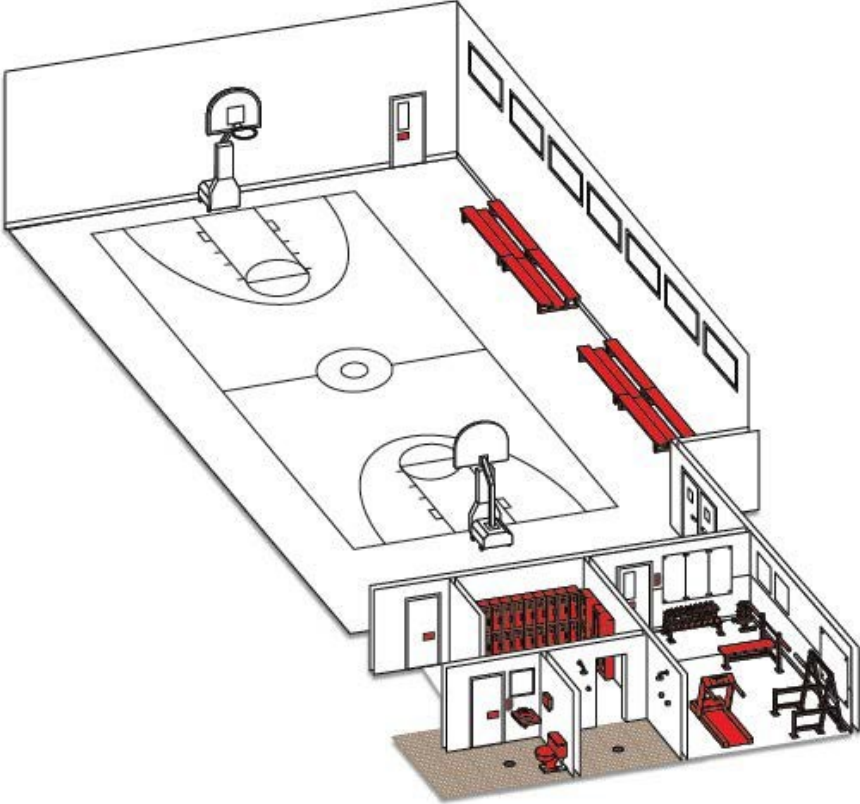
-  door handles
-  switches
-  dispensers, paper towel holders
-  bathroom handles, toilet flush, shower control, taps
-  toilet seats, splash walls

Key touchpoints:



Offices /Conference Areas:

-  telephones / computers / printers
-  desks
-  switches
-  door handles
-  metal surfaces



Athletic Facilities:

-  door handles
-  switches
-  dispensers
-  food contact surfaces
-  sinks, shower handles
-  toilet seats and flush handles, splash walls
-  hard surface benches / chairs
-  athletic equipment
-  locker exterior

SSC PRE-SHIFT HEALTH SCREENING (California: Please see separate guidance)

Guidance

A Culture of Care and Safety is paramount in everything we do. As a result of the current Pandemic and until further notice, a Pre-Shift Health Screening is now required for all associates at all SSC locations in the U.S. The purpose of this document is to provide guidance on how to appropriately screen associates for symptoms related to COVID-19 upon arrival to work. Health screening requirements will be based on the most *stringent* of our Community, Customer & Compass framework.

Community: Follow your local Health Department requirements. Your Health Department is aware of local aspects of the pandemic that may supersede those of your Customer/Client or Compass Group.

Customer: If the Local Health Department does not have specific community requirements, understand your Client's Policy around Daily Health Screenings and how it applies to our business.

Compass Group: All associates (hourly and management) are required to complete a temperature check as part of the baseline and daily COVID-19 Associate Health Screening process.

The following represents SSC's standard recommendations; however, sectors should follow their own protocols in place if already established. If a sector does not have a protocol, this document can be used as guidance.

Should a SSC location be unable to comply with the following guidance, communication with Corporate Safety is required?

Equipment Required

- Associate Health Screening Form (provided on the last page)
- Personal Protective Equipment (PPE), if required, but not be limited to disposable gloves, face mask (e.g. cloth or surgical), eye protection (e.g. safety goggles, face shield or safety glasses).
- One (1) Non-Contact Infrared Thermometer* (maintained on site for use)

*If a Non-Contact Infrared Thermometer is not available at your location, please make plans to procure. Continue to implement the Pre-Shift Health Screening Form which requires associates to self-certify temperature.

Implementation

The implementation and compliance of this requirement will be the responsibility of onsite management.

Associate Health Screening Form

All associates (hourly and management) are required to complete the Health Screening Form for a baseline check. Forms are to be kept on file.

SSC Pre-Shift Screening

For locations in California, please see alternate state-specific guidance

- All associates (hourly and management) are required to complete a temperature check as part of the baseline and daily COVID-19 Associate Health Screening process.
- Associates should be paid for all time spent waiting for and completing the screening process.
- Although having a fever does not mean an associate has contracted the coronavirus, it does indicate that they may be unwell and should not be at work. Per the guidelines from the CDC, anyone who is feeling sick is asked to please refrain from coming into the workplace.
- Temperatures are to be checked in a consistent manner for all associates within a given unit.
- Follow manufacturer's instructions for proper use of Non-Contact Infrared Thermometers for taking forehead temperatures.
- Please find a private area where temperatures can be taken so that other associates are not able to view the test result.
- Recording of temperatures should be avoided, however if required by law in your geography, any recording of temperature checks should be kept in a confidential file in a locked location and separate from the associate's personnel file.
- Temperature checks can be completed onsite by the Associate or Manager – requirements are set forth below.
- Associates will be denied building entry if they refuse screening.
- In addition to monitoring for a fever, managers must also be alert to recognize any symptoms of COVID-19:
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills or repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - New loss of taste or smell
- Immediately consult and follow the [Compass Decision Tree for Unit Managers](#) in the event anyone is confirmed to have a temperature above 100.4°F, or appears to have any of the symptoms listed above.

Temperature Checks-Associate Instructions

- Supply disinfected thermometer to associate. The thermometer should be placed on a disinfected surface for pick up and use. If this cannot be accommodated, put on gloves before handing a disinfected thermometer to an associate.
- Hold back hair from forehead
- Hold infrared thermometer approximately 1 inch from forehead (max 2 inches). Depress read button or follow usage instructions from thermometer manufacturer.



- Read display and either place the thermometer back where you got it from or hand it back to whoever you received it from.
- If the first temperature reading is **above 100.3 F repeat the scan.**
- Deny entry to all associates whose 2nd temperature reading is **above 100.3 (i.e. 100.4 F or greater)**. If the 2nd temperature reading is below threshold, the associate will be allowed access.
- Once associate has completed the process, disinfect the thermometer. Make sure to put on gloves before disinfecting. Disinfecting can be done with alcohol wipes, non-chlorine disinfectant wipes, any Diversey disinfectant product (Virex, Oxivir), or other disinfectant meeting the EPA emerging pathogen standard.

Temperature Checks-Assigned Manager Instructions

- The Assigned Manager will wash their hands with soap and water for 20 seconds prior to placement of personal protective equipment.
- The Assigned Manager will wear a surgical mask and latex gloves.
- The Assigned Manager will be placed to the side of the point of entry, with an approximate 45-degree angle and 3 feet distance to the colleague.
- The Assigned Manager will use the handheld thermometer to measure the colleague's temperature by pointing the device to the colleague's forehead, below the hairline, approximately 1 inch from forehead (max 2 inches) or follow usage instructions from thermometer manufacturer
- The thermometer should not touch the colleague. If contact is made accidentally, the Assigned Manager should disinfect the device with alcohol wipes, non-chlorine disinfectant wipes, any Diversey disinfectant product (Virex, Oxivir) or other disinfectant meeting the EPA emerging pathogen standard.
- If the first temperature reading is **above 100.3 F repeat the scan.**
- Deny entry to all colleagues whose 2nd temperature reading is **above 100.3 (i.e. 100.4 F or greater)**. If the 2nd temperature reading is below threshold, the colleague will be allowed access.

Notes:

- Daily Associate Health Screening processes do not take the place of other social distancing practices or PPE required in the workplace
- Should a SSC location be unable to comply with the above guidance, communication with Corporate Safety is required
- Treat all questions and answers as confidential medical information
- Should an Associate be required to remain out of work due to a COVID-19 illness, the associate shall, upon return to work, be required to complete the Self-Certification Form.
- Please refer to the Unit Managers Decision Trees on the MyCompass Coronavirus site to help you navigate a variety of associate scenarios related to COVID-19:
 - Associate doesn't feel well or has been exposed to COVID-19
 - Variation for associates supporting new business openings_
 - Returning to work after positive COVID-19 diagnosis_

Frequently Asked Questions

Why are we implementing this process?

Our top priority is the health and safety of all associates. As we continue to deal with the coronavirus around the world, implementing measures to help identify potential issues and stop the spread of germs is essential. This process, along with cleaning methods and other health and safety activities and precautions, help accomplish this goal.

Can you legally scan my temperature?

Yes, under current EEOC policies during a pandemic, employers can take steps to safeguard the health and safety of employees within a facility.

My temperature generally runs a little higher, what if my scan says I have a temperature, but I actually do not?

We recognize that there may be some situations where this arises. We will review these scenarios on a case-by-case basis.

Will you be documenting these scans and tracking my health?

No. The temperature scans are not associated with your health or employee information. It is simply a step to identify potential issues and stop the spread of germs at each Compass Group location.

If I do have a fever, how long will I have to wait before returning to my work location?

If you do have a fever, you will need to wait 72 hours before returning to this Compass Group location.

What if I do not consent to having my temperature scanned?

If for some reason, you will not consent to having your temperature scanned, you will not be allowed to enter this Compass Group location.

My scan indicates I have a fever, what should I do next?

We encourage you to alert your manager, return home, continue monitoring your symptoms and contact your physician if you are not feeling well.