
Healthy Together Agreement for Employees

Dear Colleagues, As we reopen our schools, we are committed to providing you with a clean and safe environment to work. We assure employees and visitors that we have taken the necessary steps to comply with the Massachusetts mandatory standards for our workplaces including:

- Our teachers and staff are wearing face coverings that adequately cover nose and mouth
- Social distance measures have been put in place for all students and staff
- We have developed thorough cleaning and disinfecting protocols
- We provide handwashing options and will prompt students regularly
- We are regularly sanitizing high touch areas
- Our staff have been trained regarding social distancing and hygiene protocols

Below are updated expectations of all CASE team members. Please review each one and, if you agree, please sign below. If you have questions, please contact your Program Director. We appreciate your assistance in keeping our CASE community as healthy as possible!

1. HEALTH AND SAFETY

Before I come to school each day, I will conduct a personal assessment of my health in accordance with CDC and Massachusetts guidance to determine if there is any indication that I may have [symptoms](#) and/or may have been exposed to COVID-19.

If this status changes, I agree to immediately leave the workplace and immediately contact my Program Administrator.

I agree to contact Program Administrator (or sub line) if I have any symptoms and to not report to work.

I acknowledge that, until further notice, I will take my temperature at home before my arrival to work. I understand that, if my temperature exceeds 100.0 degrees Fahrenheit, I will not be permitted in the building.

While some coughs and sneezes are unrelated to COVID-19, like allergies, no matter the situation, when coughing and/or sneezing, I agree to cover my mouth and nose with a tissue or use the inside of my bent elbow. I will follow-up immediately with washing my hands with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol.

I acknowledge that my household must abide by Massachusetts regulations regarding reentry after [travel outside of Massachusetts](#).

2. FACE COVERINGS

I agree to wear a reusable cloth face mask or disposable mask that adequately covers my nose and mouth at all times while at work. *Specific exclusions to this policy may be needed, and must be discussed and approved by Program Nurse.*

I attest that I have my own cloth face coverings. (In the event that your facemask is rendered unusable, one will be provided)

I attest that it is my responsibility to [wash](#) any personal cloth masks after each day.

3. SOCIAL DISTANCING

I agree to keep 6 feet between myself and others while at work, to my best ability.

I will follow all posted arrows and signs.

Social distancing in our environment will be challenging. Please see [CASE COVID-19 Reopening Guidance](#) for more specific procedures and protocols in regards to our interactions with other staff and students.

Employees should refrain from using another person's equipment, phone, computer, desk, or entering private offices without an invitation from the respective staff member, and only when the six foot social distancing protocol can be followed.

4. GLOVES/PPE

I understand that gloves are optional for employees with the exceptions of certain protocols as stated in [COVID-19 Reopening Guidance](#).

If I choose to wear gloves, I recognize they do not stop the spread of germs but are a barrier for skin and I will still need to wash my hands with soap and water for at least 20 seconds before and after use.

I understand the guidance presented to me as part of mandated reentry training as it relates to gloves and personal safety equipment.

5. PERSONAL CLEANLINESS

I agree to follow all hand washing protocols and assist students with these protocols as needed.

6. FACILITY CLEANLINESS

Every employee is required to contribute to routine disinfection of surfaces. When cleaning surfaces I will immediately wash my hands per the hand washing/disinfection protocols.

7. MISCELLANEOUS

Delivery of food from outside vendors (take-out) must be done outside of CASE classrooms and received in strict accordance with social distancing standards.

8. ACKNOWLEDGMENT:

Please be assured that CASE is doing its part to comply with State and Federal Guidance to provide the safest possible school experience which requires your partnership in enforcing these procedures and practices.

By signing this document below you will be acknowledging and agreeing to comply with this policy. You will be agreeing to help us ensure that we are all maintaining all of the proper precautions put in place to keep our school safe and make sure our reopened facility is a healthy environment for both employees and our students and families.

Name: Print/ Sign *Julie Trani*

Date 9-15-20

Emergency Contact Danielle Trani

Phone Number 978-846-5871

8/21/2020