



Date: July 29, 2020
To: All Staff
From: Palm Springs Unified School District
Risk Management Department
Re: PSUSD Healthy Workplace Practices 2020/2021 School Year

We are preparing for the 2020/2021 school year. In order to prevent the spread of COVID-19, the Palm Springs Unified School District has created protocols and practices to ensure the safety of all staff and visitors, while continuing to provide the best possible services to our community and our students. Your assistance and cooperation are needed as we move forward with increased safety practices and hygiene practices for a healthy workplace.

We want to provide you with the tools and resources you will need to return safely and maintain a healthy work environment. Attached you will find the Healthy Workplace Practices guide and the Employee COVID-19 Identification Steps and Process that need to be reviewed in its entirety. Please be sure to sign and return the acknowledgment form when completed.

The COVID-19 training has been included in your annual mandatory school year safety training assignments through Keenan SafeSchools portal and are required to be completed every school year. Please complete your training no later than September 16, 2020 to receive completion credit.

PSUSD 2020/2021 Safety Training		
Title	Time	Resource
1. Coronavirus Awareness	10 minutes	Keenan SafeSchools – Health Folder
2. COVID-19 Healthy Workplace Practices Guide	4 minutes	Keenan SafeSchools – Policy
3. Coronavirus: CDC Guidelines for Making & Using Cloth face coverings	9 minutes	Keenan SafeSchools- Health Folder
4. Cough and Sneeze from CDC (Video)	1 minute	Keenan SafeSchools- Policy Folder

Title	Time	Resource
5. Coronavirus: Cleaning and Disinfecting Your Workplace	10 minutes	Keenan SafeSchools - Health Folder
6. Handwashing from CDC (Video)	3 minutes	Keenan SafeSchools - Policy Folder
7. Coronavirus: Managing Stress and Anxiety	12 minutes	Keenan SafeSchools - Health Folder
8. Injury and Illness Prevention Training	15 minutes	Keenan SafeSchools- Environmental Folder
9. PSUSD Injury and Illness Prevention Plan	10 minutes	Keenan SafeSchools - Policy Folder
10. Injury and Illness Prevention Plan COVID-19	3 minutes	Keenan SafeSchools – Policy Folder
11. Mandated Reporter: Child Abuse and Neglect	44 minutes	Keenan SafeSchools - Social and Behavioral Folder
12. Bloodborne Pathogen Exposure Prevention	21 minutes	Keenan SafeSchools - Health Folder
13. Exposure Control Bloodborne Pathogens and Universal Precautions Plan	8 minutes	Keenan SafeSchools - Policy Folder
14. Employee COVID-19 Identification, Steps and Process	10 minutes	Keenan SafeSchools - Policy Folder
15. Safety & Health Procedure to Prevent the Spread of COVID-19 Employee Acknowledgment Form	2 minutes	Keenan SafeSchools - Policy Folder

It is important to understand that new developments and research may arise. As such we may need to adjust practices following State, County, and the Center for Disease Control (CDC) regulations and guidelines. We understand that the pandemic has created a very fluid situation and all of us have been affected by COVID-19 in one way or another. We are all in this together, and it is important that we all do our part to maintain our own safe behavioral practices (please reference the disinfecting protocols under the Healthy Workplace Practices guide). We look forward to us continuing our amazing work together in the 2020/21 school year. Thank you for all you do.