



Memo

Date: March 18, 2021
To: Drivers and Bus Aides
From: Morris Fuselier, III., CEO
RE: NEW Self Check-In Procedures for Drivers/Bus-Aides and Clock-In Changes

Effective Monday, March 29, 2021, all drivers and bus aides will now complete a self temperature check and health screening daily at the same entrance that is currently being used. Follow the procedures noted below:

1. Complete a self health/wellness check prior to leaving your home daily (refer to the attached Health Screening checklist)
 - a. If you answer "Yes" to any of the questions and/or have a fever of 100.4 or above, please call-out sick with dispatch and contact HR to discuss your options.
2. All employees MUST wear the proper uniform (refer to the Employee Handbook – Appearance and Attire)
3. Clock-in daily at your designated route/scheduled time
4. Complete your own Temperature/Health Screening when entering the Agency at the designated middle entrance of the front office (the Health Screening checklist will be located next to the thermometers)
 - a. If you answer "Yes" to any of the questions and/or have a fever of 100.4 or above, please report directly to your Supervisor for further instruction.

If you plan to travel out of state or country for non-essential business, you must receive pre-approval to include your quarantine period. HR will be notified of your travel dates. Essential travel does not require quarantine upon return. Check with a supervisor to see if your travel qualifies as essential.

Effective Monday April 5, 2021, the auto clock-out feature will be removed from Timeclock; therefore, all drivers/bus aides will need to clock-in and clock-out before and after every route/assignment (the clock-in and clock-out scanning procedure with your badge will remain the same). As a reminder, you are required to submit a time sheet daily for routes and field trips.

Should you have any questions regarding this memo please direct them to your immediate Supervisor.

VISITOR AND EMPLOYEE HEALTH SCREENING CHECKLIST



CONDUCT HEALTH SCREENING EACH TIME EMPLOYEES OR VISITORS ENTER THE FACILITY.

You may also opt to conduct temperature screening if it can be done with proper social distancing, protection, and hygiene protocols. However, temperature screening is not required.

If a worker or visitor answers “Yes” to any of the screening questions, they should be advised to go home, stay away from other people, and contact their health care provider.

Have you had any of the following symptoms since your last day at work or the last time you were here that you cannot attribute to another health condition?

Please answer “Yes” or “No” to each question. Do you have:

- Fever or feeling feverish?
- Chills?
- A new cough?
- Shortness of breath?
- A new sore throat?
- New muscle aches?
- New headache?
- New loss of smell or taste?
- In the past 14 days, have you been in close proximity (6 feet or closer for a cumulative total of 15 minutes) to anyone who has tested positive/or suspects they have COVID-19?
- Since your last day of work, have you traveled by any means outside of **California**?

whose jobs require the use of that information. Sharing confidential information about the students that are served by the Agency with a friend, relative, coworker, or anyone from the public places the Agency and the employee at risk under the law. (California Education Code 19076a)

Z. APPEARANCE AND ATTIRE:

Drivers and Aides:

When on duty it is expected that employees maintain high standards of personal grooming and wearing apparel. The impression made on teachers, students, and the public is very important. Quite often, the drivers are the only persons connected with the Agency that the public sees and consequently the image they associate with the Agency. Drivers, Bus Aides, and shop employees are required to wear the uniform provided whenever reporting for duty and/or representing the Agency.

1. The Agency drivers must wear the gray shirt with the Agency logo or a shirt approved by the Agency with the Agency logo. Bus Aides must wear the khaki shirt or any shirt approved by a Supervisor or provided by the Agency. Shirts must be worn with non-decorated, plain, solid black or gray slacks or jeans. Dark blue jeans are acceptable.
2. Shirts must be worn buttoned. Any visible undershirt must be solid black, white, yellow, or gray.
3. Jackets must be black or dark gray.
4. No cleavage or midriffs may be visible. No "sagging" pants are allowed.
5. Drivers and Bus Aides may wear loose-fitting shorts as long as the pants length approaches the knee. Shorts must be plain, solid black, gray, or dark blue jean shorts are acceptable.
6. Only Agency approved and provided head gear (caps, visors, beanies) may be worn by Agency employees while in paid status, except for religious requirements. No bandanas or "do-rags" are allowed.
7. Appropriate tattoos are acceptable.
8. Discrete, non-distracting piercings are acceptable. Piercings with large loops, hooks, spikes, or bars shall not be worn.
9. Appropriate undergarments must be worn and should not be visible.
10. Flat, closed toe shoes must be worn such as athletic, non-slip shoes, hard soled boots or shoes. TOMS, UGGS, house shoes or slippers, sandals, flip flops, high-heeled shoes, and sling-backed shoes are not acceptable when driving.
11. Stretch pants or sweat pants are unacceptable. Pants may not be faded, have lace, beads, holes, or any other type of decorated material on them.
12. Employees to whom uniforms are furnished are expected to keep the uniform clean and wrinkle-free.
13. All employees are expected to maintain good physical health and fitness.
14. All employees shall maintain high standards of personal grooming and hygiene.
15. Agency-issued I.D. badges must be worn by all employees while on paid status. The Agency will provide two (2) I.D. badges throughout each school year. (A \$5 fee will be assessed for additional, replacement and/or badges needed for Agency dress code compliance.)

AA. OFFICE STAFF ATTIRE

All office staff must wear either the Agency provided uniform or business casual attire. When driving, ALL Agency employees shall be in Agency uniform.