

Guidelines for REQUIRED MWUSD Staff Daily Check In (when on sit)

As a Sonoma County business, we **must** abide by required rules for workplace check-ins.

The attached link shall be used prior to coming onto campus daily. The completed document will only be accessible by our HR Department, the data will not be shared unless requested by the Sonoma County Health Department, in the event of a positive COVID-19 case. Please reference the link noted below -

<https://forms.gle/8xfgDmSiJstLekjX7>

You will be asked to self-monitor your temperature, either at home, before you come to campus, or at one of the designated spots on your campus (2 @MW, 2@SM, 2@RE, 1@MWCS, 1@DO, 1@DO Learning Center). When using the school's thermometer, please use the hand sanitizer at that location **before and after use**. The maximum body temperature threshold is 100.0 for schools.

Also, In lieu of physically signing in at the school office as you have previously done, there will be a Google Doc created by your office staff to check IN and OUT each time you are on campus. When you check in via this Google Doc, you do NOT need to enter the school office on your way to your workspace. Note: Using the Google Doc **is in addition to your Daily Health Screening Form requirement (linked above)**. We still need to know who is there at all times in case of an emergency.

To summarize when on campus:

- Wear a mask at all times,
- Sanitize your hands,
- Wash your hands,
- Socially distance yourselves,
- Complete your Daily Health Screening Form,
- Check IN and OUT on your site's daily google doc.

...then have a wonderful day!