

The Covid-19 Compliance Team

- The team is responsible for establishing and enforcing all Covid-19 safety protocols for staff, students, parents and visitors to all BUSD school sites.
- Debbie Kukta – Assistant Superintendent of Business Services
- Sarah Niemann – Assistant Superintendent of Human Resources
- John Paramo – Assistant Superintendent of Educational Services
- Stacy Cashman – Director of Student Services
- Peter Knapik – Director of Elementary Education
- Larry Cross – Director of Facilities
- Lenora Aguilera – District Nurse and Department of Public Health Liaison

*Each school site also has a designated COVID-19 Compliance Team.

When working at any BUSD site, you MUST adhere to the following:

- Face Coverings to cover the mouth and nose (you must wear a mask under face shields)
- Physical Distancing
- Frequent Handwashing/Sanitizing

For more information on COVID-19 symptoms, please visit:
<http://publichealth.lacounty.gov/media/coronavirus/>

COVID-19 (Coronavirus Disease 2019)



The California Department of Public Health recommends the following steps to prevent the spread of all respiratory viruses:

WASH. YOUR. HANDS.

Wash your hands with soap and water regularly.



Cover a cough or sneeze

Cover your cough or sneeze with your sleeve or disposable tissue.



Don't touch

Avoid touching eyes, nose or mouth with unwashed hands.



Keep your distance

Avoid close contact with people who are sick.



Stay home

If you experience respiratory symptoms like a fever or cough, stay home.



Get help

If you experience symptoms of COVID-19, CALL your health care provider.



More information

Follow the California Department of Public Health:
@capublichealth and www.cdph.ca.gov.



Burbank Unified School District



Employee Health and Safety Resources Information for COVID-19

“We-Tip” to Report Health & Safety Concerns

BUSD has a “We-Tip” hotline where employees can report workplace safety concerns or Covid-related concerns by calling 1-800-873-7283. The report is anonymous and BUSD staff will follow up on the report. We want employees to try and resolve any issues with their immediate supervisor and/or bargaining unit representatives, but this is another method for employees to report issues or concerns in an anonymous manner. Once the report is received, District administration will follow up and work to resolve concerns.

Employee Leave Information

Please work with your supervisor and HR regarding employee leaves due to Covid-19. You may qualify for the Family First Corona Virus Act leave. Links to resources are below:

<https://www.labor.ca.gov/coronavirus2019/#chart>

<https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave>

Home Health Checks & Screening

Before coming to work, all employees are required to fill out an employee screening form. The form is available electronically or on paper for each site. The screening requires each employee to take their temperature, evaluate any symptoms they may be having, and list any exposure that they may have had to COVID-19. Each site has a thermometer to assist employees with this step. If an employee has any symptoms they should contact their health provider for assessment and guidance. Employee screening guidelines can be found at the following link:

<http://publichealth.lacounty.gov/media/Coronavirus/docs/business/EmployeeScreening.pdf>

Testing Information

- Contact your primary care physician
- Urgent Med - 2005 W. Alameda <https://urgentmednetwork.com/burbankurgentcare/>
- CVS -1820 Verdugo Burbank
- MEND -4849 Van Nuys Blvd. Ste. 100 <https://www.mendurgentcare.com/>
- LA County Testing Sites -

<https://covid19.lacounty.gov/testing/>

COVID-19 SYMPTOMS

- Fever
- Cough
- Fatigue
- Chills
- Headache
- Sore throat
- Nausea or Vomiting
- Diarrhea
- Shortness of breath
- Difficulty breathing
- Congestion or Runny Nose
- Muscle or body aches
- New loss of taste or smell

Sick, Stay at Home

If an employee becomes sick at work, they should contact their health provider. School nurses are also available for assistance or consultation. The employee should then follow their Health Provider’s recommendations. Please see the LA County guidelines for isolation to prevent the spread of Covid-19. <http://publichealth.lacounty.gov/acd/noronavirus2019/covidisolation/>

In addition, if an employee has had contact with a person known to be infected with Covid-19 within 14 days prior to reporting for work, then they should consult with their Health Provider. If quarantine is recommended, here is the link to LA County guidelines:

<http://publichealth.lacounty.gov/acd/noronavirus2019/covidquarantine/>