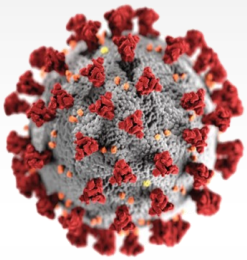
School District

Injury and Illness Prevention Program

Addendum C-19



Corona Virus Disease

COVID-19

SCCSIG

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Centers for Disease Control and Prevention
California Division of Occupational Safety and Health

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What is Corona Virus Disease (COVID-19)

On February 11, 2020 the World Health Organization announced an official name for the disease that is causing the 2019 Novel Corona Virus outbreak, first identified in Wuhan China. The new name of this disease is Corona Virus disease 2019, abbreviated as COVID-19.[1]

There are many types of human coronaviruses including some that commonly cause mild upper-respiratory tract illnesses. COVID-19 is a new disease, caused by a Novel (or new) Corona Virus that has not previously been seen in humans. The name of this disease was selected following the World Health Organization's (WHO) best practice for naming of new human infectious diseases.[1]

Corona Virus Disease 2019 (COVID-19) - How Does the Virus Spread?

The virus that causes COVID-19 is thought to spread mainly from person to person through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths and/or noses of people who are nearby or possibly be inhaled into the lungs. Spread is more likely when people are in close contact with one another (within about 6 feet).[2]

COVID-19 seems to be spreading easily and sustainably in the community (community spread) in many affected geographic areas. Community spread means people have been infected with the virus in an area, including some who are not sure how or where they became infected.[2]

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes. This is not thought to be the main way the virus spreads, but the Center for Disease Control and Prevention (CDC) is still learning more about how this virus spreads.[2]

Injury and Illness Prevention Program (IIPP)

California employers are required to establish and implement an Injury and Illness Prevention Program (IIPP) to protect employees from workplace hazards, including infectious diseases. Employers are required to determine if COVID-19 infection is a hazard in their workplace. If it is a workplace hazard, then employers must implement infection control measures, including applicable and relevant recommendations from the CDC. For most California workplaces, adopting changes to their IIPP is mandatory since COVID-19 is widespread in the community.[3]

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Corona Virus Disease(COVID-19)
Injury and Illness Prevention Program - Addendum

Introduction

The School District (District), through its administration and management, is committed to the safety and health of all employees, including volunteers, and recognizes the need to comply with regulations governing injury and accident prevention and employee safety. By making safety a high priority for every employee, the District can reduce injuries and illness, increase productivity and promote a safer and healthier work environment.

This addendum to the District's Injury and Illness Prevention Program is a framework applicable during the current (COVID-19) public health emergency. The protocols that are outlined in this document are a phased approach and will be modified based on the ongoing and updated guidance from the CDC, state and local public health agencies, and District operations.

The addendum is not applicable to non-volunteer parents, students, and third-parties that may enter or conduct business at the School District facilities.

This Injury and Illness Prevention Program addendum (COVID-19) was reviewed, modified and approved by the Superintendent's and it's appropriate staff members.

The School District hereby assigns responsibility for implementing and maintaining the Injury and Illness Prevention Program addendum (COVID-19) to the current and acting Risk Manager for the District.

Essential Infection Prevention Measures – General Statement

1. The District supports the use of video and/or telephonic meetings, and the establishment of guidelines for maintaining a distance of at least 6 feet between persons, whenever possible.[3]

2. The District supports the distribution of posters (11"x 17") to each school and work location to be displayed in common areas that provide physical distancing guidelines.

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Essential Infection Prevention Measures – District Strategies

The District, to the extent possible, will implement the following guidelines to mitigate employee exposure to the Corona Virus disease (COVID-19) in the workplace.

1. Encourage sick employees to stay home.[3]

2. If identified at work and upon notification to a supervisor or administrator that an employee is showing symptoms related to COVID-19, send employee home or to medical care, as needed.[3]

3. Follow public health agency recommendations regarding the prearrangement of office and workplace furniture in keeping with current physical distancing guidelines.

4. To the extent supplies are in stock and readily available for distribution, employees will have access to appropriate hygiene products in the workplace.[3]

5. Encourage employees to use their own face covers. Face coverings (cloth face cover; face shield; mask) should be worn whenever a District employee comes within 6 feet of others.[4] The face covering requirement does not apply to employees who have trouble breathing or who have a medical or mental health condition that prevents the use of a face covering.[4]

   Cloth face coverings are not Personal Protective Equipment (PPE), but combined with physical distancing of at least 6 feet, they may help prevent infected persons without symptoms from unknowingly spreading COVID-19.[3]

6. Place signs and/or instructions in common areas (e.g., front reception area, school office, public common areas, etc.) to help manage physical distancing and provide other COVID-19 infection prevention information to the general public who may enter upon school grounds and buildings.

Essential Infection Prevention Measures – Employee Responsibility

During this COVID-19 public health emergency, District employees have a collective responsibility to ensure the protection of all people in the workplace by staying abreast of current public health guidelines to mitigate exposure to the Corona Virus disease (COVID-19).

1. Employees are required each workday to self-screen at home for COVID-19 symptoms prior to leaving the home for their shift. Employees should follow the CDC guidelines for self-screening at https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html.[8]

   An employee should stay home if they are sick, follow public health agency guidelines, and contact their administrator or supervisor.

2. Employees who are out ill with fever or acute respiratory symptoms that affect normal breathing who have not been tested for the COVID-19 virus or who have tested negative for the COVID-19 virus, should consult with their physician before physically returning to work.

3. Employees who test positive for the COVID-19 virus should <u>not</u> return to work until the following occurs:
   - ✓ At least three full days pass with no fever (without the use of fever-reducing medications) and no acute respiratory illness symptoms; and
   - ✓ At least 10 days pass since the symptoms first appeared[3]; and
   - ✓ Provide a medical release to the District before physically returning to work.

4. Employees who return to work following an illness should promptly report any recurrence of symptoms to their immediate supervisor.[3]

5. Employees should practice physical distancing by using video or telephonic meetings as much as practicable, and maintaining a distance of at least 6 feet between persons at the workplace when possible.[3]

6. Employees should avoid shared workspaces (desks, offices, and cubicles) and work items (phones, computers, other work tools, and equipment) when possible. If employees must share workspaces, clean and disinfect shared workspaces and work items before and after use.[3]

7. Employees should wash hands with soap and water for at least 20 seconds and/or use hand sanitizer after interacting with other persons and after contacting shared surfaces or objects.[3]

8. Employees should cover coughs and sneezes and avoid touching eyes, nose, and mouth with unwashed hands.[3]

9. Employees should avoid sharing personal items with coworkers (i.e., dishes, cups, utensils, towels).[3]

10. Employees should notify their administrator or supervisor if any washing facilities do not have an adequate supply of suitable cleansing agents, water and single-use towels or blowers.

11. No employee shall bring cleaning products and/or disinfectants into the workplace that have not been approved by the Administrator of Operations.

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Personal Protective Equipment (PPE)

While engineering and administrative controls are considered more effective in minimizing exposure to COVID-19, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies. Examples of PPE include: gloves, goggles, face shields, face masks, and respiratory protection, when appropriate. During an outbreak of an infectious disease, such as COVID-19, recommendations for PPE specific to occupations or job tasks may change depending on the updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19.

Identification of High Traffic – High Touch Common Areas

The District recognizes that high traffic – high touch common areas in the workplace need, to the extent possible, cleaning and disinfecting to limit the spread of the COVID-19 virus.

The District will assign personnel and establish routine schedules to clean and disinfect common surfaces and objects in the workplace. This includes, but is not limited to, classroom technology devices, containers, counters, tables, desks, chairs, benches, door handles, knobs, drinking fountains, refrigerators, vending machines, portable restroom and bathroom surfaces, and trash cans.

The process of disinfecting includes providing disinfecting products, that are EPA approved for use against the virus that causes COVID-19 and following the manufacturer's instructions for all cleaning and disinfection products (e.g., safety requirements, PPE, concentration, contact time.)

District Response - Confirmed or Suspected COVID-19 Case

The District will consult with the CDC, state health care agencies, and the County Health Care Agency to ensure mitigation practices and response protocols are aligned with current expectations as information about the COVID-19 virus continues to be examined and understood.

Confirmed COVID-19 Case

The CDC recommends that persons directly exposed to an individual who has tested positive or been diagnosed with COVID-19 should self-quarantine for 14 days (see table below).

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Person Exposed	Exposure to	Recommended Precautions
▪ Household member[5] ▪ Intimate partner[5] ▪ Individual providing care in a household without using recommended infection control precautions[5] ▪ Individual who has had close contact (less than 6 feet) for a prolonged period of time (15 or more minutes)[5]	▪ Person with symptomatic COVID-19 during the period from 48 hours before symptoms onset until 72 hours after symptoms recovery[5]	▪ Stay home until 14 days after last exposure and maintain social distance (at least 6 feet) from others at all times[5] ▪ Self-monitor for COVID-19 symptoms[5] ▪ Avoid contact with people at higher risk for severe illness[5]

If an employee is confirmed by medical verification to have the COVID-19 infection, the District will inform immediate coworkers of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).[3]

Cleaning and Disinfecting – Confirmed COVID-19 Case

1. Temporarily close the general area where the infected employee worked until cleaning is completed.[3]

2. If possible, open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before cleaning and disinfecting the area.[6]

3. Conduct deep cleaning of the entire general area where the infected employee worked and may have been, including breakrooms, restrooms and travel areas, with a cleaning agent approved for use by the EPA against the Corona Virus.[3]

4. District custodian personnel cleaning the area should be equipped with the proper personal protective equipment for COVID-19 disinfection (disposable gown, gloves, eye protection, or mask, if required).[3]

Suspected COVID-19 Exposure

In a case where an employee knew that they have been in close contact with a person who may have contracted the COVID-19 infection, the employee should self-quarantine in their home or another residence until 14 days from the last date that they were in close contact with that person.[4]

Close contact refers to any person who has been within 6 feet of a potential infectious COVID-19 person for 15 minutes or more.[4] The employee suspected of being exposed to the COVID-19 infection should, as soon as practical, corroborate the COVID-19 exposure by medical verification.

Communication

Communication between employees and the School District on matters relating to COVID-19 mitigation and response is an important aspect to ensure employee safety while in the workplace. Therefore, the District has a communication system through the District Leadership Team and Risk Management. Insurance that is intended to accomplish clear and concise exchange of information by providing a single point of contact for administrators and supervisors.

1. All District employees are encouraged to report to their immediate administrator or supervisor concerns regarding COVID-19 mitigation practices or possible COVID-19 exposure in the workplace.

2. Administrators and supervisors who, after assessing the report, determine that additional guidance or assistance is required shall contact the their immediate supervisor or the Risk Management lead who will triage the report and notify essential District personnel for an appropriate response.

Employee Training

The District will provide training in the general description of COVID-19, symptoms, when to seek medical attention, how to prevent its spread, and the employer's procedures for preventing its spread at the workplace. The training may consist of reviewing written documentation, online video trainings and/or acknowledge receipt of the District's COVID-19 Injury and Illness Prevention Program addendum.

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References

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