

**CENTRAL UNION
HIGH SCHOOL
DISTRICT
COVID-19 Infection Prevention
Program**

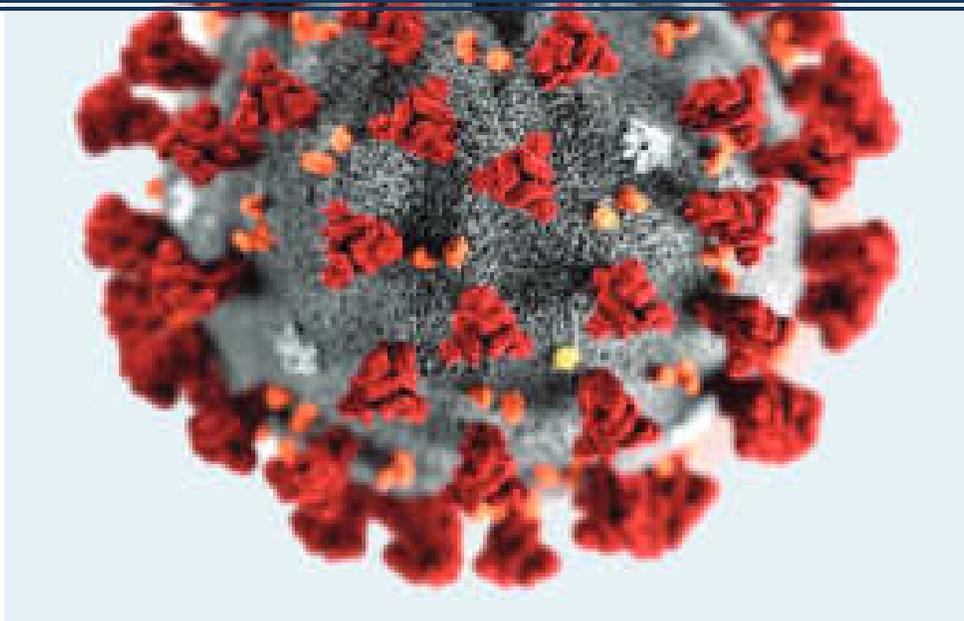


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I. OUR POLICY

Our Injury and Illness Prevention Program administrator is Carol Moreno with assistance from Arnold Preciado. They have the responsibility for implementing the provisions of this program for **Central Union High School District** and this includes this new addendum to our IIPP, namely the Aerosol Transmissible Disease Exposure Control Plan (ATD) and COVID-19 Infection Prevention Program.

Central Union High School District is committed to preventing workplace hazards that could result in injuries and illnesses. We are working to comply with all applicable local county health department orders, State laws, and all safety regulations. Our ATD Exposure Control Plan has been established to protect our employees and train them about the dangers of COVID-19 and how to prevent the spread of similar diseases at our workplace. We understand that an aerosol transmissible disease (ATD) is a disease that is transmitted either by inhalation of infectious particles/droplets or direct contact of the particles/droplets with mucous membranes in the respiratory tract or eyes. We are implementing the following plan at all locations to protect our employees while they conduct their job duties at the work facility or during offsite work activities. This program is available for all employees to review and for those that do not read English we will arrange for this plan to be communicated to them in their language.

II. OUR RESPONSIBILITIES

At Central Union High School District we will work in harmony with any orders that require Shelter in Place, Stay at Home or any other County and State regulatory guidelines that require us to protect employees. Additionally, our principal source of information for our procedures will be from the Centers for Disease Control and Prevention (CDC) and any local county and State recommendations. The following is our responsibilities to our employees:

- We will develop an Aerosol Transmissible Disease Exposure Control Plan (ATD Plan)
- We will implement infection prevention measures such as social distancing, frequent hand washing, disinfecting of common touch surfaces and if practical or possible working from home
- We will develop policies and procedures for identification and isolation of sick employees if an exposure at work occurs
- We will implement workplace controls where possible so that any hazards related to COVID-19 are addressed. This may include the use of PPE and how to use it, employee training that discusses how risk factors and protective behaviors, discontinuing nonessential travel, and any up-to-date training.

III. Our Employee Training Program

Central Union High School District training program requires the cooperation of supervisors and employees. Our training program on COVID-19 will consist of the following:

- Explaining what COVID-19 is and how it is spread
- Preventing the spread of COVID-19 if an employee is sick
- Reviewing what are the symptoms of COVID-19 and when to seek medical attention. The following are COVID-19 symptoms that may appear **2-14 days after exposure to the virus** (per CDC instructions):

Fever	Muscle pain
Cough	Headache
Shortness of breath or difficulty breathing	Sore throat
Chills	New loss of taste or smell
Repeated shaking with chills	

If you develop any of the following *emergency warning signs** for COVID-19 get *medical attention immediately*:

Trouble breathing	New confusion or inability to arouse
Bluish lips or face	Persistent pain or pressure in the chest

*This is not an all inclusive list

- The importance of frequent hand washing with soap and water. This includes:

Following CDC guidelines to wash for at least 20 seconds
Washing hands upon arrival at work and before leaving work
Washing hands before and after eating or using the toilet
Washing hands after close interaction with other persons
Washing hands after contacting shared surfaces or tools
Washing hands before and after wearing masks or gloves
Washing hands after blowing nose or sneezing

- Employees will be informed that hand sanitizer is not as effective as hand washing but can be used as an interim measure if a hand washing station is not available.
- Employees will be shown methods to avoid touching eyes, nose and mouth.

- Employees will be instructed on coughing and sneezing etiquette such as covering a cough or sneeze with a tissue or sleeve instead of hands.
- Employees will be given instruction on how to safely use cleaners and disinfectants on surfaces and objects. This includes:

Following label directions

Assessing the hazards of all cleaners and disinfectants used at the worksite

Wearing PPE such as gloves

Ensuring cleaners and disinfectants are used in a manner that does not endanger themselves or other employees

- Training employees to avoid close contact with others as much as possible and maintaining safe physical distance (See our Physical Distancing Section).
- Employees will be informed of the importance of not coming to work if they have a frequent cough, fever or difficulty breathing, or if they live with or have had close contact with someone diagnosed with COVID-19.

IV. Employee Responsibilities

Central Union High School District requires all employees to abide by all the following guidelines:

- If you show signs or symptom of acute respiratory illness stay at home or get medical care as soon as possible.
- Physical distancing should be practiced, whether outdoors, in vehicles, or in structures. This means staying at least 6 feet (about 2 arms length) from others.
- At work do not shake hands, fist bump, hug or touch others.
- Always avoid touching mouth, nose and eyes with dirty hands.
- When washing hands, always wash hands with soap and water for at least 20 seconds. If it is necessary to use hand sanitizer due to a lack of soap and water, make sure it contains at least 60% alcohol.
- Everyone should wash or sanitize hands multiple times during the day. This should be performed before and after work; during breaks; before and after eating; after coughing, sneezing, or blowing nose; and before and after going to the restroom.
- All employees will **remember to always cover mouth and nose** with a tissue when coughing or sneezing or use the inside of the elbow. Used tissues will be thrown in the trash and hands should be washed with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

V. Increased Cleaning and Disinfection of Workplace

Central Union High School District will make arrangements to provide routine cleaning and disinfecting of common touch areas within the workplace in line with current CDC guidelines. Employees who disinfect these areas will wear gloves appropriate for the chemicals being used for routine cleaning and disinfecting. Employees will follow the instructions on manufacturer's chemical label to ensure safe and effective use of the product. Employees will be instructed to not mix bleach or other cleaning and disinfection products together (this can cause fumes that can be very dangerous to breathe). If we have a custodial staff assisting our cleaning and disinfecting work, we will provide them with this same information. The areas we will clean include:

Outdoor work:

- **All vehicles used to transport employees** – We will make efforts to disinfect all vehicles regularly which will include the following parts: steering wheels, controls, gear shift handles, emergency brake handle, dashboards, seat belts, glove box, radio and A/C controls, armrests, mirrors, and door handles. If keys are shared amongst employees these will be disinfected.
- **Refueling activities** (gasoline, diesel, propane) – We will instruct employees to wear appropriate PPE such as gloves and a face covering while refueling. Disinfect to sanitize pump handle and surfaces (ie. buttons and hose) that may have been touched.
- Shared **hand tools** and **power tools** – areas disinfected will include handles, touch surfaces, buttons, adjustment parts, storage cases, etc.
- All **restrooms** – areas disinfected shall include all handles, touch surfaces, light switches, and restrooms will be equipped with toilet paper, hand towels, and soap or sanitizers for hand washing.
- **Breakrooms** – areas disinfected will include tables, chairs or benches and other touch surfaces. Refrigerator/microwave handles, ice storage handles, and communal drinking fountains shall be disinfected.

Indoor work:

- **Reception/waiting areas** – Where public access occurs touch surfaces shall be disinfected. This includes door handles, chair armrests, sign in clipboards, pens used by public will be disinfected, water drinking fountains, light switches.

- **Breakroom** – areas disinfected will include tables, chairs, touch surfaces such as refrigerator/microwave handles, countertops, coffee makers, trash cans, and light switches.
- **Personal work stations** – areas disinfected can include desk surfaces, drawer handles, computer/laptop keyboards, mouse and mouse touch pad, monitors, tablet touch screens and buttons, mobile phones, phones, personal and public trash cans, and light switches.
- **Restrooms** – areas disinfected included doorknobs, counter surfaces, handles, faucets/sinks, and light switches. Restrooms will be equipped with toilet paper, hand towels, and soap or sanitizers for hand washing.

VI. Our Requirements for Social Distancing

Central Union High School District understands that social distancing, also called “physical distancing,” means keeping space, at least 6 feet or 2 arms’ length, between yourself and other people. We will practice social distancing to the greatest extent possible for all outdoor and indoor activities. Social distancing will be implemented in the following activities:

Outdoor work:

- Workers will not crowd one another when checking in to start work or while refilling cool cans or performing other pre-shift activities.
- We will try to limit crew sizes where possible.
- We may provide additional seating and shade structures to allow employees to be 6’ apart when taking breaks.
- Any meetings and trainings will be held in small groups (less than 10 employees) so workers can maintain 6’ of distance and outdoors where practical. Also, we will discourage employees from being in large groups and encourage physical distancing between each other at all times.
- During breaks and meal times we will encourage workers to maintain social distancing.
- While working on vehicles, employees will practice physical distancing between each other. We will encourage employees to not ride in vehicles if they will be sitting close to others.

Indoor work

- Receiving personnel working at reception areas or vendor waiting areas will maintain 6’ apart from all those entering from the outside.

- To the extent possible, we will limit access to our facilities for all visitors/drivers/vendors outside of receiving areas.
- Vendors will be required to respect our social distancing policy and will be required to wear face coverings if needing to access areas where our employees are working. There will be no exceptions.
- Deliveries and drop offs will be received at pre-designated locations.
- Personal work spaces will be set so that all employees can maintain 6' clearance between each other

VII. How We Will Care for a Sick Employee

Central Union High School District encourages any employees who show symptoms of COVID-19 or believe that they have been exposed to someone who may have COVID-19 not come to work but seek medical attention. However, Central Union High School District recognizes that even after taking preventative measures to protect others, an employee can show symptoms while at work. Therefore, Central Union High School District supervisors will be mindful of any employees displaying symptoms of COVID-19. In cases where an employee does become sick while at work, we will implement the following procedure:

- If an employee appears to have symptoms upon arrival at work or becomes sick during the day, they will immediately be separated from other employees, customers, and visitors, and sent home.
- In order to provide safe transportation back home or to a medical facility, we will contact a member of the employee's family so that arrangements can be made for this. Once the employee's health has improved and meets CDC and County guidelines to return to work, the employee will contact Central Union High School District management prior to returning in order to receive approval.
- Afterwards, if it has been less than 7 days since the sick employee has been in the facility and if practical, we will close off any areas used for prolonged periods of time by the sick person.
- To minimize potential exposure to respiratory droplets, we will wait 24 hours before cleaning and disinfecting these areas. We will clean dirty surfaces with soap and water before disinfecting them. If it is not possible to wait 24 hours, then we will adjust this time period accordingly.
- For disinfecting surfaces, we will use products that meet EPA criteria for use against COVID-19 and are appropriate for surfaces.
- Employees performing cleaning and disinfecting will wear gloves and all necessary PPE. Depending on circumstances, we may contract an outside professional cleaning provider to assist us with disinfecting these areas.

- Additionally, we will open outside doors and windows to increase air circulation in these areas where the employee was working.

Once we determine which employees may have been exposed to the virus, we will take the following additional precautions:

- We will inform these employees of their possible exposure to COVID-19 but maintain confidentiality as required by the Americans with Disabilities Act (ADA).
- We will instruct the potentially exposed employees to stay home for 14 days, (or if possible allow them to telework) and self-monitor for symptoms. We will instruct the employee to contact management prior to returning to work.
- We will contact County of Imperial Public Health Department for any recommended suggestions that should be implemented.

VIII. Plan Review:

Central Union High School District recognizes that as COVID-19 and similar viruses evolve, this can necessitate making adjustments to how we can safely perform our work. Therefore, at least once a month, management will review the present COVID-19 Infection Prevention Program to determine what, if any, procedures need to be adjusted, adapted or removed from this written plan. We will continue to monitor local County guidelines, State requirements, and Federal direction as it relates to this pandemic in an effort to keep our employees safe and protect our interests. The following represents how we will conduct this review:

- Management will review with supervisors any observations and concerns regarding present measures for disinfecting work site and all employee activity.
- Based on observations and concerns, adjustments will be made to the current written plan and employees will be informed of this as it relates to their job assignments.
- Once management is in agreement with adjustments or changes, this plan will be updated and the new date below will be changed to reflect the latest version of this written plan.

Plan Approved By Central Union High School District on: May 1, 2020