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1. Purpose

- 1.1 This policy is designed to set forth standards and protocols for the School District regarding the current pandemic of COVID-19.
- 1.2 This policy will be utilized for the protection of employees, sub-contractors, students, vendors and any other persons performing essential work for at School District sites/locations.
- 1.3 This addendum may be amended as procedures and guidance from State and Federal Regulations are changed.

2. Scope

- 2.1 The School District is monitoring all current information from local, State, and Federal agencies such as the CDC, WHO and local Health Departments.
- 2.2 The District will follow all current recommendations and remain continually updated as conditions and/or recommendations change.

3. Responsibilities

- 3.1 The Superintendent has the overall responsibility for the implementation, documentation, maintenance and review of this policy. The Superintendent may delegate specific authority to the District Safety Officer. The School District Safety Officer is responsible for assisting with all aspects of this policy.
- 3.2 All Managers/Supervisors are responsible to implement and enforce all aspects of this policy.
- 3.3 All employees are required to strictly follow all aspects of this policy.

4. Covid-19

- 4.1 Symptoms of COVID-19 typically include the following:
 - Fever (100.4 degrees Fahrenheit or higher).
 - Chills.
 - Cough.
 - Shortness of breath.
 - Respiratory illness.
 - Headache
 - Sore throat
 - New loss of taste or smell

Note: According to the CDC, symptoms may appear in as few as 2 days or as long as 14 days after an exposure.

- 4.2 How COVID-19 Spreads.
 - Between people who are in close contact with another person (6' or less).
 - Through respiratory droplets produced when an infected person coughs or sneezes and then land in the respiratory track of another person.
 - It could also be possible to transmit the virus by touching a surface or object that has the COVID-19 virus on it and then touching your own mouth, nose, or eyes.
 - Some recent studies have suggested that it may spread by people who are not showing symptoms

5. Protection Guidelines

- 5.1 The following are minimum standards that will be in place for all the School District employees until further notice.
- All the School District employees, sub-contractors, vendors or anybody else making contact at any School District site are required to be checked in daily with the School District representative (manager or designee).
 - **The School District requires a minimum of 6' of physical distancing at all times by all employees.**
 - **Provide single point of entrance to the site. Always maintain 6 ft minimum physical distancing.**
 - Conduct a daily health assessment (see section 8).
 - Any individual that appears to be unwell will NOT be granted access to the site or allowed to start work.
 - Require sick workers/employees – and those displaying flu-like symptoms – to stay home. (“Worker/Employee” means worker or employee for the School District, subcontractors, designers, consultants, etc.)
 - Send employees home immediately who show signs and symptoms of flu-like or acute respiratory illness symptoms (see section 8, Appendix A and D).
 - Hand Sanitizer and appropriate protective gloves shall be made available throughout each site and office, as necessary.
 - Encourage respiratory etiquette, including covering mouth and or nose when coughing and/or sneezing. Cover the mouth and nose with a tissue. If a tissue is not immediately available cough or sneeze into your sleeve, not your hands.
 - Post additional signage though out District buildings and work areas to raise awareness.
 - Minimize the number of employees working within a certain area of a **(6' of physical distance to be maintained at all times)**.
 - Use of daily task analysis or job hazard analysis forms to communicate the seriousness of this situation and the protection measures necessary.
 - Encourage employees not to share tools or work areas; if this does take place ensure the tools/areas are disinfected after use.
 - Ensure routine cleaning of frequently touched surfaces including the following: door handles, elevator buttons, all surfaces, equipment, and tool handles.
 - Use of shift-work to minimize the number of employees working within certain areas.
 - Stagger break and lunch time to avoid employees from gathering in one location.
 - As possible, only perform critical/essential activities.
 - No gatherings of employee of more than 10 people, including: breaks, lunch, and meetings. If more than ten employees are involved in a meeting, procedures must be followed to minimize contact.
 - Seats placed at least 6' apart in all directions.
 - Handwipes be provided
 - Each employee will be assigned a place to sit.
 - Handwashing will be encouraged and sanitizer will be provided.
 - Gloves will be available.
 - Masks or faces shields be provided and will be required while inside the building.
 - Rotating work schedules will be considered when appropriate. Appropriate schedules could include:
 - Staggered start and ending times
 - AM/PM schedule
 - Alternating days
 - All meetings are encouraged to be call-in/video conference; this includes both office and field meetings. Any meeting or training session attended by employees must provide for **physical distancing of 6'**.

- Minimize number of employees at a work location based on the size of the work location. No more than five (5) people per 1000 square feet inside a building.
- Company vehicles are limited to one (1) employee only.
- Encourage employees not to carpool unless they are members of the same household.
- No physical greetings such as a handshake or hug.
- Encourage personnel to use the stairs, not the elevator.

6. Personal Hygiene

- 6.1 The following are measures employees shall follow to help prevent the spread of any virus.
- Wash your hands frequently with soap and water for a minimum of 20 seconds. If soap and water are not available, use hand sanitizer (70% alcohol content or greater). At a minimum, employees MUST wash hands at the beginning and end of each shift, after using the toilet, before and after each break.
 - Encourage respiratory etiquette, including covering mouth and or nose when coughing and/or sneezing. Cover the mouth and nose with a tissue. If a tissue is not immediately available cough or sneeze into your sleeve, not your hands.
 - Avoid touching your eyes, nose, and mouth especially with unwashed hands.
 - Encourage employees to not share tools or work areas. If sharing of tools does take place, ensure the tools/areas are disinfected with an appropriate disinfectant after use.
 - Use disinfection/cleaning products for common areas or shared tools.
 - Ensure you read and follow all instructions and safety precautions when using any disinfectant/cleaning product and have the SDS sheets readily available.
 - Stay home if you are sick or feel sick (except to get medical care); be fever free for 24 hours without the use of medication (i.e., Motrin, Advil, Aleve, Dayquil, etc.) before returning to work.
 - Face coverings will be based on local health department/CDC guidelines and/or requirements.
 - No physical greeting such as a handshake or hug.
 - Onsite PPE requirements specific to COVID-19 protection will be based on the individual task requirement and current health department/CDC recommendations/guidelines.

7. Monitor/Observe/Enforce

- 7.1 The site manager/supervisor shall conduct frequent site reviews to include when needed taking photos to ensure all protocols are in place and being enforced.
- 7.2 If any employee, subcontractor, or vendor are observed not following these District safety measures, they will be asked to leave the site immediately and proper notifications will be made.

8. Wellness Check-in

- 8.1 Each day each employee must submit a written wellness check. This wellness check will be used as a guide to determine if the employee continues to work or will be sent home based on the scenarios below.
- 8.2 Employees will be required to check their own temperature each and every day prior to coming to work. **Any temperature of 100.4 degrees Fahrenheit or higher is defined as a fever**
- 8.3 Daily Assessment form is located within Appendix A. Alternatively, the Self-Screening Log in Appendix D may be utilized
- 8.4 The employee will provide a completed self-assessment document to the supervisor. A copy of the Daily Assessment or Self-Screening log form will be forward to the Office of Human Resources or the District Safety Officer by the Supervisor. The School District will maintain these confidential documents for one (1) year.

Scenario #1: If an Employee Answers No to all Questions on Health Assessment

- Any employee who answers No to all daily health assessment questions will be allowed to stay at work as long as the daily answers are No.
- Employee must maintain all aspects of this policy including maintaining at least **6' of physical distancing**.

Scenario #2: If an Employee is Sick or Shows Signs of Illness

- If an employee calls in sick or indicates they have flu-like symptoms either through the wellness check or orally to their supervisor, they will be required to stay home until they are symptom free and/or see a doctor and to await confirmation of testing or doctor recommendation prior to returning to work.
- Employees who appear to have symptoms (i.e., fever, cough, or shortness of breath) upon arrival at work or who become sick during the day will immediately be separated from other employees, students, and visitors and sent home.
- If an employee states that they have COVID-19 or have been in close contact with someone who has COVID-19, they must stay away from work (preferably home) for at least 14 days and not return to work until they are released by a Health Care Professional.

9. Disinfection and Recovery

- 9.1 In the event the School District has a confirmed case of COVID 19, procedures will be addressed towards identifying any area(s) that have potential contamination. The School District may work with industrial cleaning companies and/or District Maintenance and Operations, to disinfect the area following CDC guidance.
- 9.2 Depending on the area(s) that may require disinfection, the specific work may need to be temporarily shut down to allow for the proper cleaning and to disinfect the area(s) of potential contamination.

10. Procedures/Tasks that May Violate the 6' Rule for Physical Distancing

- 10.1 Due to the nature of some of the work performed by School District staff, there can be times based on the safety of the School District employees and the work task, workers may need to be closer than 6'.
- 10.2 Any work that makes it necessary for employees to be within the 6' of separation, a COVID-19 protection the School District (job hazard analysis) shall be conducted and used for this work task.
- 10.3 Task specific work shall follow the School District COVID-19 protection.
- 10.4 Any task requiring the School District employees needing to be within 6' or closer of each other shall be limited in duration as much as possible (preferably no greater than 30 minutes).
- 10.5 COVID-19 protection shall be reviewed with all the School District employees involved with the specific task and signed off by the employees and Supervisor. The Supervisor will forward copies to the Department of Human Resources. The Supervisor will retain the documentation for one year.
- 10.6. COVID-19 Job Hazard Analysis is available in Appendix C.

11. Contractors Performing Work at School District Sites/Facilities

- 11.1 All contractors who may perform onsite work on District grounds/buildings shall submit their written COVID-19 protection program to the District Safety Officer.
- 11.2 Contractor programs must meet at the minimum all State, Federal, Local and CDC requirements.
- 11.3 Contractor employees shall conduct daily health assessments for all of their employees who will be performing work at any District location.

12. Training

- 12.1 Ongoing discussion regarding COVID-19 shall be part of our daily task analysis with the discussion including, but not limited to:
 - What is COVID-19.
 - How does COVID-19 spread.
 - Signs/symptoms of COVID-19.
 - **Maintaining 6' minimum of physical distancing per the School District policy.**
 - Stay self-aware of your area; do not move into another person's safe zone.
 - Washing of hands regularly and thoroughly; use of hand sanitizer as needed.
 - Where proper PPE as needed.
 - Use of proper hygiene etiquette such as covering our mouth with your arm or tissue; avoid touching your face/eyes/nose/mouth with unwashed hands.
 - Do not share tools or other work spaces.
 - Cleaning of surfaces as the day progresses.
 - Proper use and the hazards of the cleaning/disinfection products to be used.
 - Use of proper PPE when using cleaning/disinfection products.
 - Have employees refer to the www.cdc.gov website for up to date information.
 - Have employees refer to this website for OSHA information: www.osha.gov/SLTC/covid-19/
- 12.2 Training to include updates from the CDC, local health department, OSHA and any other State or Federal agencies.
- 12.3 All training shall be documented.

13. Forms

- 13.1 The following Appendices are a part of this IIPP Addendum:
 - 13.1.1. Appendix A – Assessment Form – Employee Completed
 - 13.1.2. Appendix B - Assessment Form – Supervisor Filled
 - 13.1.3. Appendix C – Job Hazard Analysis
 - 13.1.1. Appendix D –Self-Assessment Log Form - Employee Filled

Appendix A: COVID-19 Daily Illness/Health Assessment

Employees are required to complete this illness/health assessment each and every day prior to beginning work. This assessment is vital to ensure the health and well-being of each employee and our company.

- 1. Are you experiencing any symptoms such as current or recent fever (100.4° or higher), new or worsening cough, new or worsening shortness of breath or respiratory illness, Sudden lack of taste or smell, Sudden onset of unexplained gastrointestinal illness.**

Yes: No: Comments: _____

- 2. Have you been in close contact with anyone who has been diagnosed with COVID-19?**

****CLOSE CONTACT** is defined as: Being within approximately 6 feet of a COVID-19 case for a prolonged period of time; close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case or having direct contact with infectious secretions of a COVID-19 case (being coughed on).

Yes: No: Comments: _____

- 3. Have you been in close contact with anyone who may have COVID-19, but is yet to be confirmed?**

Yes: No: Comments: _____

- 4. Are you currently in living with – or, in close contact with anyone such as a family member who is experiencing symptoms or has been confirmed as positive for COVID-19?**

Yes: No: Comments: _____

- 5. Have you traveled outside of the continental United States within the past 14 days?**

Yes: No: Comments: _____

By signing below, I certify all information is true and correct to the best of my knowledge.

Employee Name: _____

Employee Signature: _____

Date: _____

Appendix B – Supervisor Completed Assessment Log

*Employees are required to complete this illness/health assessment each and every day prior to beginning work. This assessment is vital to ensure the health and well-being of each employee and our company. Supervisor will complete this form by asking each of their staff the following questions: **An employee who answers YES to any question will not be allowed to stay at work and must immediately return home.***

- 1. Are you experiencing any symptoms such as current or recent fever (100.4° or higher), new or worsening cough, new or worsening shortness of breath or respiratory illness, Sudden lack of taste or smell, Sudden onset of unexplained gastrointestinal illness.
- 2. Are you in not been in close contact** with anyone who has been diagnosed with COVID-19?
- 3. Have you been in close contact** with anyone who is experiencing symptoms of COVID-19, but is yet to be confirmed?
- 4. Are you living with – or, in close contact** with anyone such as a family member who is experiencing symptoms or has been confirmed as positive for COVID-19?
- 5. Have you not traveled outside of the continental United States within the past 14 days?

Date	Employee Name	Any Yes Answer/Please List The # Question & Explain	Supervisor Initials

**CLOSE CONTACT is defined as: Being within approximately 6 feet of a COVID-19 case for a prolonged period of time; close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case or having direct contact with infectious secretions of a COVID-19 case (being coughed on).

Appendix C: COVID-19 Job Hazard Analysis

Job/Task	Potential Hazard	Recommended Actions/Procedures
Normal Job Tasks/Duties Tasks requiring workers to be closer than 6'	Exposure to COVID-19	<ul style="list-style-type: none"> • All workers should be trained in COVID-19 safety measures and precautions. • Workers must review and acknowledge receipt of this JHA. • Specific tasks to be outlined and limited to scope and duration as much as possible. • Associated workers will have to successfully complete a daily health assessment. • Required Personal Protective Equipment (PPE); including, face covering/mask, face shield or mask, protective gloves, and site/task specific PPE, as necessary. • Task and site-specific PPE shall also be utilized in conjunction with the any COVID-19 specific PPE. • Workers to be trained for required PPE usage, selection, donning/doffing procedures. • Disinfect tools, materials and area prior to starting work. Disinfecting solution, access to soap & water, and hand sanitizer will be provided • Perform tasks safely using task specific procedures. • Complete tasks and disinfect all tools, materials and area prior to removing PPE. • Remove PPE, Wash hands, face and other body parts with soap and water for at least 20 seconds. Don clean PPE to disinfect reusable equipment such as face shields. etc. • Remove and dispose of single use PPE. Reusable gloves, face shields and other PPE should be cleaned, dried and stored for future use. • Wash hands, face and other body parts with soap and water for at least 20 seconds. • Use hand sanitizer as necessary.

Employee will acknowledge receipt of this JHA.

Supervisor/trainer will log names of trainees to avoid everybody touching this form and the possibility of cross contamination.

Date: _____ Employee Name: _____
Please Print

Job Title: _____ Employee Name: _____
Signature

Site/Department: _____ Supervisor Name: _____
Print Name

SCHOOLS DURING THE COVID-19 PANDEMIC



The purpose of this tool is to assist administrators in making (re)opening decisions regarding K-12 schools during the COVID-19 pandemic. It is important to check with state and local health officials and other partners to determine the most appropriate actions while adjusting to meet the unique needs and circumstances of the local community.

Should you consider opening?

- ✓ Will reopening be consistent with applicable state and local orders?
- ✓ Is the school ready to protect children and employees at [higher risk](#) for severe illness?
- ✓ Are you able to screen students and employees upon arrival for symptoms and history of exposure?

ANY
NO



ALL
YES



Are recommended health and safety actions in place?

- ✓ Promote [healthy hygiene practices](#) such as [hand washing](#) and [employees wearing a cloth face covering](#), as feasible
- ✓ Intensify [cleaning, disinfection](#), and ventilation
- ✓ Encourage [social distancing](#) through increased spacing, small groups and limited mixing between groups, if feasible
- ✓ Train all employees on health and safety protocols

ANY
NO



ALL
YES



Is ongoing monitoring in place?

- ✓ Develop and implement procedures to check for [signs and symptoms](#) of students and employees daily upon arrival, as feasible
- ✓ Encourage anyone who is sick to [stay home](#)
- ✓ Plan for if students or employees get sick
- ✓ Regularly communicate and monitor developments with local authorities, employees, and families regarding cases, exposures, and updates to policies and procedures
- ✓ Monitor student and employee absences and have flexible leave policies and practices
- ✓ Be ready to consult with the local health authorities if there are cases in the facility or an increase in cases in the local area

ANY
NO



ALL
YES

