



Laytonville Unified School District
COVID -19 Prevention Plan (IIPP) Supplement
Communication, Notice, and Workplace Safety Measures
Updated December 2020

Cal/OSHA passed several rules and procedures that public employers must follow *at all times*, regardless of the existence of reported COVID-19 cases or workplace outbreaks. Public employers are required to adopt a written “COVID-19 Prevention Plan.” These rules do not apply to employees working remotely from home.

It is the policy of the Laytonville Unified School District to ensure a safe and healthy environment for employees, staff, and students. Communicable and infectious diseases are minimized by providing prevention, education, identification through examination, surveillance, immunization, treatment and follow-up, isolation, and reporting.

In addition to guidelines outlined in the following document, Laytonville Unified School District will follow all local Public Health guidance regarding the reopening of schools. The following links outline requirements, recommendations and guidance to be followed as of November, 2020.

<https://www.mendocinocounty.org/home/showpublisheddocument?id=39039>

<https://www.mendocinocounty.org/home/showpublisheddocument?id=39041>

The following guidelines are provided to inform employees of policies and procedures that are in place for infection prevention measures:

Basic Guidelines

- LUSD Actively encourages sick employees to stay home. If the employee is able to work remotely, his/her sick leave or other applicable leaves will not be affected.
- Any LUSD employees with acute respiratory illness symptoms will be sent home immediately.
- All classrooms and shared spaces will be provided with tissues, no-touch disposal trash cans, and hand sanitizer for use by employees.
- All LUSD staff, students and parents must practice social distancing. Facilities will be arranged to allow for physical distancing and proper signage will be in place to encourage and optimize the practice.
- LUSD will allow for flexibility in its worksites as needed for CDC/Local Public Health

guidelines. Examples include telecommuting, and flexible work hours to increase physical distance among employees.

- LUSD will make efforts to minimize exposure between employees, and between employees and the public. Examples include assigning specific restrooms to staff and minimizing numbers of employees in shared spaces.
- All meetings will be held remotely. Small groups may meet outside if practicing physical distancing and wearing masks. This is subject to change per CDC/ Public Health guidelines.
- All rooms, grounds and buildings will be cleaned and disinfected following recommended CDC guidelines.
- LUSD Employees are to notify site or district administration immediately by phone or email about (i) development of COVID-19-related symptoms, (ii) exposure to someone who tested positive or developed symptoms, or (iii) complaints with workplace hazards exposing them to higher risk of COVID-19.
- **Screening procedures for employees entering the workplace.**
 - All staff are required to do home health screenings before coming on campus each day. Staff are provided with a home health screening tool.
 - When entering shared spaces employees will be asked by office staff if they conducted a home health screening prior to coming to work. If the staff member has not done so they will be asked to do so at that point.
 - Staff should self-monitor their health throughout the day for signs of illness; send home staff with a fever of 100.4 degrees or higher, cough or other COVID-19 symptoms.
 - Staff are directed to immediately report information regarding person exhibiting symptoms or saying they have been exposed to COVID positive person, to the school site office or District Office at 707 984-6414.
 - The District Office will Document/track incidents of possible exposure and notify local health officials, staff and families immediately of any exposure to a positive case of COVID-19 at school while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records.
 - LUSD administration will work closely with person's testing positive or who had close contact with a person testing positive, in order to conduct contact tracing in conjunction with Local Public Health. All individuals who were identified in the contact tracing will be notified and advised to follow public health quarantine procedures.
- **Process for notifying employees who come into "close contact" and/or were exposed to COVID-19 cases.**^[2]

LUSD employees will be notified by site administration or their representatives by phone/email/text if they have come in close contact and/or were exposed to COVID-19 cases.

- **Process for providing employees with testing for COVID-19 at no cost and during work hours.**

LUSD employees will be notified of testing sites available via email and/or through the District Website. For tests that are not free or not covered through insurance, the District will reimburse the employee for the cost of the test if the employee is REQUIRED to take the test. Employees will be provided with release time if necessary to get testing.

- **Process for periodic inspections of unhealthy conditions or hazards in the workplace.**

LUSD Administration will periodically inspect all district facilities to insure healthy conditions exist in the workplace. Examples of areas needing assessment may include assessing whether congested worksites allow effective social distancing, air filtration systems in indoor work facilities are effective, or employees consistently follow face covering policies.

- **Process for training employees on the various rules in a public employer's Prevention Plan.**

The LUSD COVID Prevention Plan will be distributed to all staff via return receipt email. A signature form will be provided to each employee as a way for ensuring that all staff have received the plan. Additionally employee training will be conducted as follows:

Employee Training

Laytonville Unified School District provides regular training for employees on the following topics using interactive methods that are easy to understand including verbal, visual, web based-online, audiovisual and picture-centered handouts and other resources:

- What is COVID-19 and how is it spread
- Signs and symptoms of COVID-19
- When to seek medical attention if not feeling well
- Prevention of the spread of COVID-19 if you are sick
- Physical distancing guidelines
- Importance of washing hands with soap and water or use of hand sanitizer if soap and water are not readily available.

Online trainings are required of all employees. The District will ensure that all staff have access to the training and complete it in a timely manner. In addition to the online training the following content addresses the required topics:

What is Covid-19?

On February 11, 2020, the World Health Organization announced an official name for the disease that is causing the 2019 novel coronavirus outbreak, first identified in Wuhan China. The new name of this disease is Coronavirus disease 2019, abbreviated as COVID-19. In COVID-19, 'CO' stands for 'corona,' 'VI' for 'virus,' and 'D' for disease. Formerly, this disease was

referred to as “2019 novel coronavirus” or “2019-nCoV”. 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 new coronavirus that has not previously been seen in humans. There is currently no vaccine to prevent COVID-19.

What are the Symptoms of COVID-19?

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell
- Other symptoms not identified

Procedures to Help Prevent the Spread of COVID-19

Protect Yourself

Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing serious complications from COVID-19 illness.

How does it spread?

- The best way to prevent illness is to avoid being exposed to this virus.
- The virus is thought to spread mainly from person-to-person between people who are in close contact with one another (within about 6 feet), through respiratory droplets produced when an infected person coughs, sneezes or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.
- Germs can spread from other people or surfaces when:
 - Touching eyes, nose, and mouth with unwashed hands
 - Preparing or eating food and drinks with unwashed hands
 - Touching a contaminated surface or objects
 - Blowing nose, coughing, or sneezing into hands and then touching other people’s handsor
 - common objects.
 - Touching an item or surface in a public area that may be frequently touched by other people, such as door handles, tables, etc.

Preventing the Spread

Hand Hygiene

Hand hygiene procedures include the use of alcohol-based hand rubs and hand washing with soap and water. Washing hands with soap and water is the best way to get rid of germs in most situations, and it's one of the most effective ways to prevent the spread of germs. If soap and water are not readily available, use an alcohol-based hand sanitizer (containing 60-95% alcohol).

- **Hand washing with Soap and Water:**

- Wet hands first with water (avoid using hot water).
- Apply soap to hands.
- Rub hands vigorously for at least 20 seconds, covering all surfaces of hands and fingers.
- Rinse hands with water and dry thoroughly with paper towel.
- Use paper towel to turn off water faucet.

Alcohol-based hand rub is an ideal method for decontaminating hands, except when hands are visibly soiled (e.g., dirt, blood, body fluids), and may not remove harmful chemicals from hands like pesticides and heavy metals, in which case soap and water should be used. Hand hygiene stations are strategically placed to ensure easy access.

- Using Alcohol-based Hand Rub (follow manufacturer's directions):

- Dispense the recommended volume of product;
- Apply product to the palm of one hand; and
- Rub hands together, covering all surfaces of hands and fingers until they are dry (no rinsing is required), this should take around 20 seconds.

Handwashing facilities will be maintained to provide adequate supply of hand washing soap and paper towels. If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry. **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact

- **Inside your home:** Avoid close contact with people who are sick. If possible, maintain 6 feet between the person who is sick and other household members.
- **Outside your home and in the work place:** Put 6 feet of distance between yourself and people who don't live in your household.
 - Remember that some people without symptoms may be able to spread virus.
 - Stay at least 6 feet (about 2 arms' length) from other people.
 - Keeping distance from others is especially important for people who are at higher risk of getting very sick.

Face Coverings

Face coverings are required for all parents, staff and students when on campus. Masks help prevent you from getting or spreading the virus. You could spread COVID-19 to others even if you do not feel sick. Everyone must wear a mask in public settings (including on campus) and when around people who don't live in your household, especially when other social distancing measures are difficult to maintain. Masks should not be placed on

young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.

Continue to keep about 6 feet between yourself and others. The mask is not a substitute for social distancing.

Cover coughs and sneezes

- Always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow and do not spit.
- Throw used tissues in the trash.
- Immediately wash your hands 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.

Clean and disinfect

- **Clean AND disinfect** frequently touched surfaces **daily**. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. **If surfaces are dirty, clean them.** Use detergent or soap and water prior to disinfection.

Be alert for symptoms.

Watch for fever, cough, shortness of breath, or other symptoms **of COVID-19**. **This is** especially important if you are running essential errands, going into the office or workplace, and in settings where it may be difficult to keep a physical distance of 6 feet.

- **Take your temperature** if symptoms develop. Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.
- **Follow CDC guidance if symptoms develop.**
- All LUSD employees are required to socially distance at all times, with limited exceptions.
- All employees are required to (i) wear face coverings for any indoor work, with limited exceptions (which may include working in classrooms by yourself), and (ii) wear face coverings in outdoor workplaces where social distancing (i.e. standing at least 6 feet from another person) is not possible.
- LUSD will modify the workplace to mitigate safety risks by installing cleanable partitions in offices and wherever else necessary for reducing risk of spread; will implement cleaning and disinfecting steps for the workplace, and evaluate the need for personal protective equipment.

All custodial staff will be provided training for cleaning and disinfecting procedures specific to COVID. High touch areas will be cleaned and disinfected twice daily.

All staff will be provided with the necessary PPE to fulfill their duties including masks, gloves, protective high wear (when needed) and any other PPE as dictated by CDC or CDPH.

LUSD is required to follow strict procedures for removing and/or excluding employees from the workplace due to COVID-19, including:

- All employees from the worksite, who had “close contact” and/or exposure to a person who tested positive for COVID-19, will be excluded for at least 14 days after the last known COVID-19 exposure.
- Employees will continue to receive pay and benefits following federal, state, and bargaining unit guidelines, for excluded employees during the period of their absence, unless the employee is unable to work for reasons unrelated to their COVID-19 exposure.
- Employees who are excluded from work will be provided with information about available COVID-19-related benefits, including COVID-related leaves of absence provided under federal law, state law, or public employer policies.
- **The following protocols will be enforced and are subject to change per CDC/Public Health guidelines: If the local Public Health Department imposes stricter guidelines those will be followed.**
 - Employees who test positive for COVID-19 and display symptoms cannot return until (i) at least 24 hours pass since fever of 100.4 degrees Fahrenheit (or higher) has resolved without use of medication, (ii) other COVID-19 symptoms have improved, and (iii) at least 10 days have passed since COVID-19 symptoms first manifested.
 - Employees who test positive for COVID-19 but never showed symptoms cannot return until at least 10 days have passed since their positive test specimen was collected.
 - Employees who self-quarantined due to COVID-19 public health order cannot return until order lifts or at least 14 days have passed since order to quarantine was effective.

Cal/OSHA’s regulations notably provide that public employers *may not require a negative COVID-19 test* before an employee may be permitted to return to work.^[3]

Heightened Standards for “Outbreaks” and “Major Outbreaks”

Cal/OSHA also passed rules and procedures that public employers must follow in the case of an “outbreak” or “major outbreak”, in addition to the general rules described above. An “outbreak” exists if a public employer has three or more COVID-19 cases in a worksite within a 14-day period. Public employers must follow these additional procedures during “outbreaks” until there are no new COVID-19 cases in the workplace for a 14-day period.^[4] Among others, these procedures include:

- Access to no-cost testing for COVID-19 to employees at “exposed workplaces” on a weekly basis until the “outbreak” ends. The district is currently (as of December 3, 2020) working with Public Health on how we will get access to testing.

- “Exposed workplaces” include any work location used or accessed by an individual who tests positive for COVID-19, including bathrooms; walkways; hallways; aisles; break or eating areas; and waiting areas.
- The District will conduct an investigation into whether workplace conditions have increased and/or affected the level of risk of exposure and infection in the workplace, including whether employees are discouraged from remaining at home, whether the COVID-19 Prevention Plan is consistently enforced, etc.
- The District will notify the local public health agency within 48 hours of an “outbreak” occurring, including providing the total number of COVID-19 cases and certain information about each case (name, occupation, contact information, workplace location(s), business address of worksite, hospitalization/fatality status, and NAICS code of workplace).

Stricter procedures apply in the case of a “major outbreak”, which arises if 20 or more COVID-19 cases occur in a worksite within a 30-day period. These additional procedures apply until there are no new cases in the workplace for a 14-day period. In addition to the generally-applicable rules outlined above, public employers must:

- Provide access to no-cost testing for COVID-19 to employees at “exposed workplaces” on a bi-weekly basis until the “major outbreak” ends.
- Investigate and correct COVID-19 workplace hazards, including increasing building facility filtration and/or halting on-site operations until hazards have been addressed.
- Notify local public health agency within 48 hours of a “major outbreak” occurring of the same type of information described above for “outbreak”.