

The Wheatland School District

COVID-19 Social Distancing, disinfection, and response protocol plan

Essential function of business	Education		
Business functions still in operation	All		
Number of employees actively working at location	250	Square footage of working area	Depends on facility
<p>The Wheatland School District has posted at the entrance to all company facilities signage to inform all employees that they should: Avoid entering the facility if they have a cough or fever; maintain a minimum six-foot distance from one another; sneeze and cough into a cloth or tissue or, if not available, into one's elbow; and not shake hands or engage in any unnecessary physical contact.</p>			
General Policies			
<p>The Wheatland School District has reviewed all essential tasks performed by employees that remain on company grounds for possible exposure to the public or other sources of infection. The Wheatland School District has, at minimum, put into place the following measures to protect employee health and safety.</p>			
<ul style="list-style-type: none"> • All employees will be working on site unless they are covered under HR 6201 • All employee district travel that is not necessary has been canceled. • All employees have been informed to not come to work if they are sick or someone in their household is sick with suspected or confirmed COVID-19. • Employees who report to work sick or report being sick at work will be immediately placed in an isolated location and provided a mask to wear until they can be sent home or to their personal doctor. All efforts will be made to trace any contact with the suspected employee. Identified employees will be informed and asked to carefully monitor their health for any symptoms of COVID-19. If symptoms appear, they will be instructed to stay home, contact their personal doctor and self-quarantine for 14 days. • All desks and/ or workstations have been separated by at least 6 feet when feasible. • The following engineering controls have been put into place to reduce the exposure to employees: <ul style="list-style-type: none"> ○ Increase in ventilation rates ○ Doors/windows open when feasible ○ Installation of physical barriers (Sneeze guards, plastic shields) where feasible • All break rooms, bathrooms and other common areas are being disinfected frequently, on the following schedule: <ul style="list-style-type: none"> ○ Breakrooms: ○ Bathrooms: ○ Lunchrooms: ○ Other: • Disinfectant and related supplies are available to all employees at the following locations: <ul style="list-style-type: none"> School Offices District Office District Warehouse Classrooms General Gathering Rooms (Gym, Library, MP Rooms) 			

<ul style="list-style-type: none"> • Hand sanitizer effective against the SARS-CoV-2 virus is available to all employees at the following locations. School Offices District Office District Warehouse Classrooms General Gathering Rooms (Gym, Library, MP Rooms)
<ul style="list-style-type: none"> • Soap and water are available to all employees at the following locations: School Offices District Office District Warehouse Some Classrooms Restrooms General Gathering Rooms (Gym, Library, MP Rooms)
<ul style="list-style-type: none"> • Other control measures:

Crowd prevention protocols

The Wheatland School District has established policies to limit the number of employees in any one location at any time which allows for employees to easily maintain at least 6-foot distance from one another at all practical times. This includes breakrooms, offices, large gathering areas, bathrooms, and other areas where employees. The Wheatland School District may adjust employee start, break and end times to stagger the number of employees in the building at any one time.

- Lunchrooms:
 - The Wheatland will provide outdoor seating as needed in eating areas and other locations to allow for proper distancing during meal and break times.
 - Microwaves and refrigerators will allow for increased distance while using
 - Lunch breaks will be taken in their rooms or outside to allow for fewer employees in the lunchroom to heat up meals at appropriate distancing
 - Tape markers may be placed on tables to indicate safe distance for eating
- Offices
 - Plexi glass barriers have been installed in school offices
 - Desks have been separated for 6 ft social distancing
 - Masks will be provided to all employees
 - No Visitor Policy has been put in place – All must make appointments or meet via Zoom

Unnecessary contact measures

- All potlucks, birthday parties or other shared lunch or celebrations have been cancelled.
- All Field Trips have been cancelled
- All conferences away from the workplace have been cancelled

Sanitization procedures

- Disinfecting wipes or other sanitizer has been placed near all company entrances and employee work areas and time clocks.
- To eliminate crowding, all employees have been asked to go directly to their work station/classroom when they arrive at work.
- All common areas are wiped down with proper CDC approved disinfectants and mandated contact time between shifts
- Janitorial staff have been or will be trained and provided with CDC approved sanitizing chemicals to clean and sanitize all work surfaces between breaks, lunch and all shift changes.

- If a sick employee has been identified, their area will be sanitized using CDC protocols and sanitizers.

Personal Protection Equipment

The Wheatland School District is providing personal protective equipment based on the job specific hazard analysis completed for each of the essential tasks being performed. The Wheatland School District uses the Hierarchy of Control concept of hazard control which includes the elimination, substitution, Engineering control, Administrative control and then PPE order of risk control. The Wheatland School District prioritizes the use of these controls in the order written with PPE being the last defense against hazards. For those tasks that require PPE, based on the Job Hazard Analysis and Hierarchy of Control approach, PPE will be provided. PPE is also supplied to all employees who request it, even if their job specific hazard analysis does not require it. The Wheatland School District will provide training for all employees on the proper way to wear and use PPE.

COVID-19 Job Hazard Analysis

JOB A (Example) – Teacher

Task	COVID Hazards	COVID Controls
Working with Students	Although working with students has an unlikelihood of being a COVID Hazard, all students and staff should maintain 6 ft of social distance or wear masks	<ul style="list-style-type: none"> • Sanitize desks with CDC approved sanitizer • Desk Shields will be provided • Communication with employees about not touching face. • Wear masks as necessary during shifts
Touching Desks and Supplies	Touching items potentially infected customers may have touched	<ul style="list-style-type: none"> • Leave work in a bin for 24 hours • Sanitize books, computers and other supplies with CDC approved sanitizer • Communication with employees about not touching face. • Wear masks as necessary during shifts
Collecting Work	Touching work products from potentially infected students is a potential hazard	<ul style="list-style-type: none"> • Installation of plexiglass screens • Wear masks as necessary during shifts
Speaking to other employees	Exposure to coughing or sneezing from customers	<ul style="list-style-type: none"> • Installation of plexiglass screens • Wear masks as necessary during shifts

Posting and policy resources:

CDC COVID-19 Print resources

<https://www.cdc.gov/coronavirus/2019-ncov/communication/factsheets.html>

CDC Essential Business safe practices for potential or confirmed exposures

<https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>

Document references:

<https://www.osha.gov/Publications/OSHA3990.pdf>

<https://www.osha.gov/SLTC/covid-19/controlprevention.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

<http://www.acphd.org/media/563688/health-officer-order-20-04-shelter-in-place-20200331.pdf>

Additional considerations:

- If NIOSH approved respirators are being used mandated for certain tasks, a OSHA compliant Respiratory Protection Program should be implemented.
- Depending on the essential activity being performed, some exposures will require additional programs to be put into place such as an Aerosol Transmissible Disease (ATD) program for health care related businesses. The CDC has detailed guidance for other industries such as hospitals, airlines, education, transit, agricultural, community and faith organizations, etc.
 - <https://www.osha.gov/SLTC/covid-19/standards.html>
 - <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>
 - <https://www.dir.ca.gov/dosh/coronavirus/Health-Care-General-Industry.html>