

COVID-19 Written Worksite Specific Plan

Local County Public Health will direct your workplace specific requirements, guided by the [State Public Health Guidance & Checklist](#) (highlights herein) and CDC Recommendations and in accordance with [Cal/OSHA Guidelines](#) on Protecting Workers from COVID-19 (Injury & Illness Prevention Program). **Note:** A Copy of this written worksite specific plan should be included in your worksite Injury & Illness Prevention Program (IIPP).

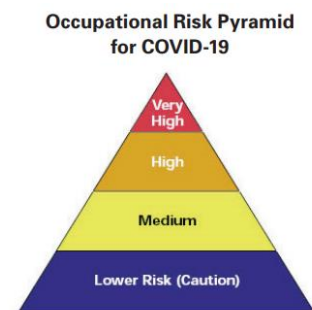
Required Plan Components:

A. Person(s) responsible for implementing the site-specific plan

District Administration – Craig Guensler, Angela Gouker, Jodie Jacklett, Peter Towne, Shari Guzman, Tara Aroz, Chad Swaim, Gary Hawk, Kathy Ellison

B. Conduct a risk assessment

Classifying Worker Exposure to SARS-CoV-2: Worker risk of occupational exposure to SARS-CoV-2, the virus that causes COVID-19, during an outbreak may vary from very high to high, medium, or lower (caution) risk. To help employers determine appropriate precautions, OSHA has divided job tasks into four risk exposure levels: very high, high, medium, and lower risk. The Occupational Risk Pyramid shows the four exposure risk levels in the shape of a pyramid to represent probable distribution of risk. Most American workers will likely fall in the lower exposure risk (caution) or medium exposure risk levels. Occupational Risk Pyramid for COVID-19.



C. Establish Control Measures that will be taken to prevent spread of the virus.

1. Individual Control Measures
2. Cleaning & Disinfecting Protocols
3. Physical Distancing Guidelines

D. Provide Training and Communication to employees and employee representatives.

E. Establish a process to check this plan for compliance and to document and correct deficiencies. Any and all concerns with compliance shall be reported to the District Management Team

F. Establish a process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts of infected employees until they are tested.

- CDPH Outbreak Management - [Responding to COVID-19 in the Workplace](#)
- Cal/OSHA [Recording and Reporting Requirements for COVID-19 Cases](#)

G. Required Postings – COVID-19

- Your County Social Distancing Protocol – See [Local Resources](#)
- Your County Required Posters – See [Local Resources](#)
- Entrance Symptom Screening Checklist - [Poster Template](#)
- Workplace Safety Social Distancing Information - [Poster Template](#)

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C.1 INDIVIDUAL CONTROL MEASURES & SCREENING:

- [Symptom screenings and/or temperature checks.](#)
- [Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.](#)
- [Encourage frequent handwashing and use of hand sanitizer.](#)
- [Provide disposable gloves to workers using cleaners and disinfectants if required.](#) Consider gloves a supplement to frequent hand washing for other cleaning, tasks such as handling commonly touched items or conducting symptom screening.
- Require cloth face covers according to the [State Public Health Guidance](#).
- Close or increase distance between tables/chairs in breakrooms or provide break areas in open space to ensure physical distancing.
- Communicate frequently to visitors & members of the public that they should use face masks/covers.

C.2 CLEANING AND DISINFECTING PROTOCOLS:

- Perform thorough cleaning in high traffic areas.
- [Frequently disinfect commonly used surfaces and personal work areas.](#)
- Clean and sanitize shared equipment between each use.
- Clean touchable surfaces between shifts or between users, whichever is more frequent.
- Equip shared spaces with proper sanitation products, including hand sanitizer and sanitizing wipes and ensure availability.
- Ensure that sanitary facilities stay operational and stocked at all times.
- Use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions and Cal/OSHA requirements.
- Provide time for workers to implement cleaning practices before and after shifts and consider third-party cleaning companies.
- Install hands-free devices if possible.
- Consider upgrades to improve air filtration and ventilation.

C.3 PHYSICAL DISTANCING GUIDELINES:

- Implement measures to physically separate workers by at least six feet using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers should stand).
- Reconfigure office spaces, cubicles, etc. and decrease maximum capacity for conference and meeting areas.
- Adjust in-person meetings, if they are necessary, to ensure physical distancing.
- Stagger employee breaks, in compliance with wage and hour regulations, if needed.
- Reconfigure, restrict, or close common areas and provide alternative where physical distancing can be practiced.
- Limit the number of individuals riding in an elevator and ensure the use of face covers.
- Utilize work practices, when feasible and necessary, to limit the number of employees at the office at one time, such as telework and modified work schedules.

D. EMPLOYEE TRAINING:

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Training Information as required by the California Department of Public Health Guidance is sourced from the CDC should be provided to all employees and include the following information:

1. [Information on COVID-19](#)
2. [Preventing the Spread](#)
3. [Vulnerable/High Risk Individuals](#)
4. [Self-Screening Instructions/Symptom Checks based on the CDC Guidelines](#)
5. [Sick Employees](#): The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.
6. [When to seek medical attention](#): Look for emergency warning signs* for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately, Trouble breathing, Persistent pain or pressure in the chest, New confusion, Inability to wake or stay awake, Bluish lips or face.
**This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you. Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.*
7. [The importance of hand washing](#)
8. [The importance of physical distancing](#), both at work and off work time
9. Face Coverings:
 - [Face coverings, masks, and respirators](#) – Information & Overview
 - [Face coverings, masks & respirators](#) - Handout
 - [Use of Cloth Face Coverings to Help Slow the Spread of COVID-19](#) – CDC Recommendations
10. [Healthy Schools Act](#) – Integrated Pest Management Training: Provide annual Healthy Schools Act (free online) training [to all teachers, staff, and volunteers who use sanitizing wipes or sprays.](#)