

WHEATLAND SCHOOL DISTRICT

INJURY AND ILLNESS PREVENTION PROGRAM

COVID-19 ADDENDUM

Purpose

It is the policy of the Wheatland School District to ensure a safe and healthy environment for employees, staff, and students. Communicable and infectious diseases such as COVID-19 are minimized by providing prevention, education, identification through examination, surveillance, immunization, treatment and follow-up, isolation, and reporting.

Due to the widespread of COVID-19 in the community Wheatland School District has implemented the following infection control measures, including applicable and relevant recommendations from the Centers for Disease Control and Prevention (CDC) and our state and local guidelines.

Introduction

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
- Congestion/Runny Nose
- Nausea
- Vomiting
- diarrhea
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

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 appear to be at higher risk for developing serious complications from COVID-19 illness.

How does it spread?

- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- 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) for more than 15 minutes.
- 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. (Asymptomatic)

To prevent the spread of respiratory infections from one person to the next, frequent hand washing is recommended.

Germs can spread from other people or surfaces when:

- Touching eyes, nose, and mouth with unwashed hands
- Prepare or eat food and drinks with unwashed hands
- Touch a contaminated surface or objects
- Blowing nose, coughing, or sneezing into hands and then touching other people's hands or 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.

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 at least 60% ethyl alcohol).

Properly hand wash with soap and water by:

- 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 should be 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.

Bathrooms

The precautions for using the work restrooms during the coronavirus pandemic are fairly similar to the precautions you would normally take.

- Good bathroom etiquette, whether it's the bathroom in your home or a bathroom at work, is wash your hands thoroughly with soap and water
- Try not to touch the door with your clean hands on your way in or out. Use a paper towel to open the door
- Try not to touch other surfaces
- Washing your hands as quickly, but thoroughly, as possible using paper towels to dry
- Common Bathrooms will be cleaned multiple times during the day with a concentration on before employees arrive to the site, after breaks, after lunch, and after employees leave for the day

Classrooms

The precautions for classrooms, when the teacher is the only one present, falls under CDPH Office Guidelines and not School Facility Guidelines during the coronavirus pandemic are fairly similar to the precautions you would normally take.

- Teachers who are sick or exhibiting symptoms of COVID-19 to stay home
- Teachers should conduct frequent handwashing and use of hand sanitizer
- District will provide and ensure workers use all necessary PPE
- Provide disposable gloves to workers as a supplement to frequent hand washing for tasks such as handling commonly touched items or using the restroom
- Post signage to remind workers that they should use face covers, practice physical distancing, not touch their face, wash hands with soap for at least 20 seconds, and use hand sanitizer. Cleaning and Disinfecting Protocols
- Perform thorough cleaning in high traffic areas
- Frequently disinfect commonly used surfaces and personal work areas
- Clean and sanitize any shared equipment between each use
- Clean touchable surfaces between shifts

- Equip shared spaces with proper sanitation products, including hand sanitizer and sanitizing wipes, if available, or cleaning spray
- Use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and train custodial and maintenance workers on chemical hazards, product instructions, ventilation requirements, and Cal/OSHA requirements. Follow CDPH asthma-safer cleaning methods
- Provide time for workers to implement cleaning practices during shifts and have schedules for custodial services
- Clean floors using a vacuum and/or mop as necessary

Coughing and Sneezing Etiquette

Covering coughs and sneezes and keeping hands clean can help prevent the spread of serious respiratory illnesses.

Germs can be easily spread by:

- Coughing, sneezing, or talking
- Touching your face with unwashed hands after touching contaminated surfaces or objects
- Touching surfaces or objects that may be frequently touched by other people
- Covering coughs and sneezes and washing hands are especially important for infection control measures in healthcare settings, such as emergency departments, doctor's offices, and clinics.

To help stop the spread of germs:

- Cover mouth and nose with a tissue when coughing or sneezing.
- Throw used tissues in the trash
- If a tissue is not available, cough or sneeze into the elbow, not in hands.
- Immediately wash hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean hands with a hand sanitizer that contains at least 60% alcohol.

Avoid Close Contact – Distancing

Physical distancing is an effective method that can help stop or slow the spread of an infectious disease by limiting the contact between people. For COVID-19, the recommended distance is at least 6 feet. To help prevent the spread of respiratory disease, employees should avoid close contact with people who are sick.

Each site will have a plan in place to ensure social distancing at their location. The plan will include, but is not limited to the following:

- Stagger work locations to limit the number of employees in the same area at the same time
- Increasing physical space between employees by modifying the workspace.
- Increasing physical space between employees and public by offering drive-through service or physical barriers such as partitions.
- Using signs, tape marks, or other visual cues on the floor, placed 6 feet apart, to indicate where to stand when physical barriers are not possible.
- Close or limited access to common areas where employees are likely to congregate and interact.
- Delivering services and holding meetings remotely by phone, video or internet.

- Limiting any unnecessary travel with passenger(s) from one site to another in work vehicles and personal employee vehicles.
- Eliminating all non-essential and non-related services, such as entertainment activities.
- Using videoconferencing or teleconferencing when possible for work-related meetings and gatherings.
- Canceling, adjusting, or postponing large work-related meetings or gatherings that can only occur in-person in accordance with state and local regulations and guidance.
- When videoconferencing or teleconferencing is not possible, holding meetings in open, well-ventilated spaces continuing to maintain a distance of 6 feet apart and wear cloth face coverings.

Employees will also be asked to practice social distancing outdoors including, but not limited to the following:

- When working in sports fields, playgrounds, assembly areas, and/or other outdoor areas
- Before starting the work shift
- After the work shift
- Coming and going from vehicles
- Entering, working and exiting physical buildings or other structures
- During breaks and lunch periods

If an Employee is Sick

Employees will be asked to monitor their health each day, and are asked to notify their supervisor before their scheduled shift and prior to arriving at the site, if they have been exposed to someone with COVID-19 or you have a temperature of 100.4 or more, tiredness, chills, shortness of breath, difficulty breathing, nausea, vomiting, diarrhea, sore throat, loss of taste or smell, cough, or muscle pain.

If an employee is not feeling well and is exhibiting symptoms that may be attributed to COVID-19, such as acute respiratory symptoms or a fever, Wheatland School District will:

- Immediately send employees with acute respiratory illness symptoms home or to medical care as soon as possible
- Actively encourage sick employees to stay home
- If an employee goes home because they are sick, disinfect the area/room/office where the person worked, the tools and equipment they used prior to use by others
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC and local health department recommended precautions

Personal Protective Equipment

While engineering and administrative controls are considered more effective in minimizing exposure to COVID-19, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies. Examples of PPE include: gloves, goggles, face shields, face masks, and respiratory protection, when appropriate. During an outbreak of an infectious disease, such as COVID-19, recommendations for PPE specific to occupations or job tasks may change depending on geographic location, updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19.

Unless otherwise directed by your supervisor, all employees must cover their mouth and nose with a cloth face cover when around others.

- You could spread COVID-19 to others even if you do not feel sick
- Everyone should wear a face covering
 - Cloth face coverings 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
- The cloth face cover is meant to protect other people in case you are infected
- Do NOT use a facemask meant for a healthcare worker
- Continue to keep about 6 feet between yourself and others

Washing Facilities

Notify your supervisor if any washing facilities do not have an adequate supply of suitable cleansing agents, water and single-use towels or blowers.

Cleaning and Disinfecting

Wheatland School District will establish routine schedules to clean and disinfect common surfaces and objects in the workplace. This includes, but is not limited to, classroom technology devices, containers, counters, tables, desks, chairs, benches, door handles, knobs, drinking fountains, refrigerators, vending machines, portable restroom and bathroom surfaces, automobiles and buses – inside and out, and trash cans.

The process of disinfecting includes providing disinfecting products, any PPE required for their safe use, along with review of manufacturer instructions for proper use.

Coronaviruses on surfaces and objects naturally die within hours to days. Warmer temperatures and exposure to sunlight will reduce the time the virus survives on surfaces and objects. Normal routine cleaning with soap and water removes germs and dirt from surfaces. It lowers the risk of spreading COVID-19 infection.

Disinfectants kill germs on surfaces after cleaning, that can further lower the risk of spreading infection. Employees will need to follow the district's approved disinfecting products and procedures when using disinfectants. Disinfecting procedures include:

- Some surfaces only need to be cleaned with soap and water. For example, surfaces and objects that are not frequently touched should be cleaned and do not require additional disinfection.
- Clean and disinfect frequently touched surfaces daily.
- Store and use disinfectants in a responsible and appropriate manner according to the label.
- Keep all disinfectants out of the reach of children. Disinfectants should typically not be applied on items used by children, especially any items that children might put in their mouths. Many disinfectants are toxic when swallowed
- Do not overuse or stockpile disinfectants or other supplies
- Always wear gloves appropriate for the chemicals being used when you are cleaning and disinfecting. Additional personal protective equipment (PPE) may be needed based on setting and product

- Areas unoccupied for 7 or more days need only routine cleaning
- Outdoor areas generally require normal routine cleaning and do not require disinfection

Electronics

For electronics, such as tablets, touch screens, keyboards, remote controls, and others that will be shared:

- Consider putting a wipeable cover on electronics
- Follow manufacturer's instruction for cleaning and disinfecting
- Use approved technology cleaning products. Do not spray computers with any liquids. Adding liquid to a soft, slightly damp, lint free microfiber cloth and then wiping the monitor and keyboard is appropriate

Cleaning and Disinfecting Building or Facility if Someone is Sick:

- Close off areas used by the sick person
- Open outside doors and windows to increase air circulation in the area.
 - Wait 24 hours before you clean or disinfect
 - If 24 hours is not feasible, wait as long as possible
- Clean and disinfect all areas used by the sick person, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls
- Always wash immediately after removing gloves and after contact with a sick person
- If more than 7 days since the sick person visited or used the facility, additional cleaning and disinfection is not necessary
- Continue routine cleaning and disinfection

Employee Training

Wheatland School District will provide information/training for employees on the following topics:

- 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 and social distancing guidelines
- Importance of washing hands with soap and water or use of hand sanitizer if soap and water are not readily available.
- Reminders and methods to avoid touching eyes, nose and mouth
- Coughing and sneezing etiquette
- Safely using cleansers and disinfectants

Compliance

This addendum will be reviewed regularly and according to federal, state and local requirements. These guidelines and written addendum are subject to change as information is received and the situation evolves.

COVID-19 Screening Flow Chart

Student or Staff complains of COVID-19 or MIS-C symptoms. Mask student or staff (unless they are having difficulty breathing, if so call 9-1-1).

- *Place student in a room away from others;
- *Staff should go home immediately.

Signs and Symptoms of COVID-19:

- *Fever 100.4 F
- *Chills
- *Nasal congestion
- *Runny nose
- *Shortness of breath
- *Difficulty Breathing
- *Diarrhea
- *Nausea/Vomiting
- *Fatigue
- *Headache
- *Muscle or body aches
- *New loss of taste or smell

Signs and Symptoms of MIS-C:

- *Rash
- *Red eyes
- *Cracked/swollen lips
- *Red/swollen tongue
- *Swelling hands/feet
- *Stomach pain

VERBAL

- *When did symptoms appear?
- *Recent COVID-19 exposure?

VISUAL

- *Difficulty or Rapid Breathing (without recent physical activity)
- *Flushed cheeks
- *Fatigue
- *Extreme Fussiness
- *Coughing
- *Other COVID-19 Signs or Symptoms

PHYSICAL

- *Temp > 100.4 F
- *Pulse Ox < 96%

Verbal, Visual, & Physical concerns out of range?

NO

YES

YES

Allow to rest for 10 minutes

Improving

YES

Back to Class

NO

*Isolate

- *Send home ASAP
- *Contact Provider
- *Contact Public Health

Follow-Up with Student/family Health Services Administrator

Call 9-1-1 (EMS)

- *Trouble Breathing
- *Pulse Ox < 96%
- *Bluish Lips/Face
- *Chest Pain
- *New Confusion
- *Unable to wake or stay awake



COVID-19 Illness and Quarantine Guidelines

In all cases please inform _____, RN | Health Services at _____

PERSON A



Any person who has tested positive for COVID-19. Confirmed with lab result.

With symptoms:

isolation until the following requirements have been met:

- ✓ 10 days since symptoms first appeared and
- ✓ 24 hours (1 day) with no fever (without the use of fever-reducing medicine) and
- ✓ **Symptoms** have improved

The 24 hours without fever may possibly occur within the 10 days of isolation, or after the 10 days

Without symptoms (Asymptomatic)

Quarantine for 10 days from test date.

- ✓ Monitor self for symptoms, take temperature twice a day
- ✓ Released from quarantine after 10 days have passed as long as no symptoms have been present

PERSON B

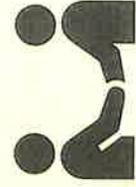


Any person who lives in the same household with Person A

NO symptoms:

- ✓ Quarantine immediately
- ✓ Quarantine while Person A is ill and isolated
- ✓ Quarantine an additional 14 days after Person A has recovered and been released
- ✓ Quarantine can last up to 24 days or longer

PERSON C



Any person with close contact to Person A (>15 min, < 6 feet)

Quarantine for 14 days following date of last exposure

- ✓ Contact Health Department with any questions XXX-XXX-XXX
- ✓ Monitor self for symptoms, take temperature twice a day
- ✓ Notify Primary Care Provider if symptoms develop

PERSON D



Any person who has had exposure to Person B or C

NO QUARANTINE OR ACTION REQUIRED unless:

- Person B develops symptoms OR tests positive and Person D had contact with within 14 days *there*:
- ✓ contact Primary Care Provider to see about testing
- ✓ Contact Health Services with questions regarding timing and exposure
- ✓ Clear on daily self-health screening tool



Recovered and Released

Definitions:

Isolation separates infected people with a contagious disease from people who are not sick.

Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

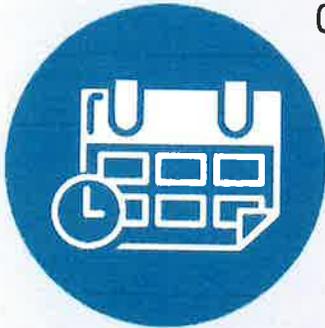
Close Contact defined as anyone who was within 6 feet of an infected person for at least 15 minutes, starting from 48 hours before the person began feeling sick until the time the person was isolated.

WHEN DO I SELF-RELEASE FROM ISOLATION FOR COVID-19?

If you are sick and think/know you have COVID-19



Stay home in isolation, away from others for at least 10 days



On day 10 ask yourself if these are true:

- I have had no fever
- My cough or shortness of breath have improved



If both are true then self-release on day 11

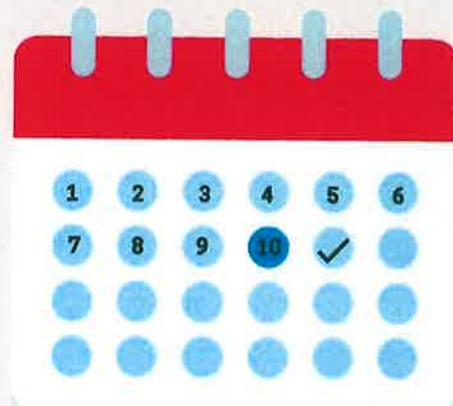


If not true, then stay in isolation until true

If you tested positive for COVID-19 but never had ANY symptoms



Stay home in isolation, away from others for 10 days



On day 11 you may self-release from isolation

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

► PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- ⅔ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at ⅓ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

► ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.*

► QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to **telework**, because the employee:

- | | |
|---|---|
| <ol style="list-style-type: none">1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;2. has been advised by a health care provider to self-quarantine related to COVID-19;3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); | <ol style="list-style-type: none">5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
|---|---|

► ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information
or to file a complaint:

1-866-487-9243

TTY: 1-877-889-5627

dol.gov/agencies/whd

