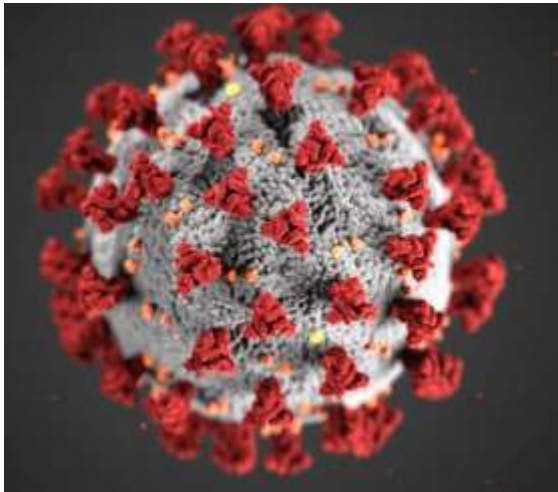




**INJURY AND ILLNESS
PREVENTION PROGRAM**

COVID-19 ADDENDUM



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PURPOSE

It is the policy of the Orange County Department of Education (OCDE) to ensure a safe and healthy environment for employees, staff, and students. Together we can contribute to the wellness of our schools and community as a whole and protect the most fragile and high-risk individuals around us. The following OCDE Injury Illness Prevention Plan COVID-19 Addendum is designed to set forth standards and protocols for OCDE employees as we return to our on-site work locations in order to provide a safe, unified return to work plan and provide employees confidence of workplace safety.

This addendum may be amended as procedures and guidance from the Centers for Disease Control and Prevention (CDC) and our state and local public health agencies' guidelines are changed.

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.

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 novel (or 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?

According to the CDC, symptoms may appear in as few as two days or as long as 14 days after an exposure. People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever (100.4 degrees Fahrenheit or higher)
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

COVID-19 – How Does the Virus Spread?

The virus that causes COVID-19 is thought to spread mainly from person to person through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths and/or noses of people who are nearby or possibly be inhaled in the lungs. Spread is more likely when people are in close contact with one another (within about six feet). It is 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.

PROTECTION GUIDELINES

Essential Infection Prevention Measures – OCDE Strategies

The OCDE, to the extent possible, will implement the following guidelines to mitigate employee exposure to the coronavirus disease (COVID-19) in the workplace:

- In consultation with Human Resources and on a case-by-case basis, any individual that appears to be unwell will be asked to leave and return when appropriate.
- Encourage sick employees to stay home.
- Avoid shared workspaces (desks, offices, and cubicles) and work items (phones, computers, other work tools, and equipment) when possible. If they must be shared, follow OCDE's facility guidelines to clean and disinfect shared workspaces and work items before and after use.
- Close or limit access to common areas where employees are likely to congregate and interact.
- Use videoconferencing or teleconferencing when possible for work-related meetings and gatherings.
- When videoconferencing or teleconferencing is not possible, hold meetings in open, well-ventilated spaces with attendees continuing to maintain a distance of six feet apart and wearing face coverings.
- Increase physical space between employees and public by offering drive-through services or physical barriers, such as partitions.
- Encourage employees to use their own face covers. Face coverings (cloth face cover, face shield, mask) should be worn whenever an OCDE employee comes within six feet of others. The face covering requirement does not apply to employees who have trouble breathing or who have a medical or mental health condition that prevents the use of a face covering.
- Hand sanitizer and appropriate protective gloves shall be made available throughout each site and office, as necessary and to the extent such supplies are available.
- Post additional signage throughout OCDE buildings and in common areas (e.g., front reception area, school office, public common areas, etc.) to help manage physical

distancing and provide other COVID-19 infection prevention information to the general public who may enter upon school grounds and buildings.

- Ensure routine cleaning of frequently touched surfaces.

The following are minimum standards and employee responsibilities that will be in place until further notice:

- 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 have any of the following: 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.
- Employees who are out ill with fever or acute respiratory symptoms that affect normal breathing who have not been tested for the COVID-19 virus or who have tested negative for the COVID-19 virus should consult with their physician before physically returning to work.
- Employees who test positive for the COVID-19 virus should not return to work until the following occurs:
 - ✓ At least three full days pass with no fever (without the use of fever-reducing medications) and no acute respiratory illness symptoms; and,
 - ✓ At least 10 days pass since the symptoms first appeared.
- Employees who return to work following an illness should promptly report any recurrence of symptoms to their immediate supervisor.
- Employees should practice physical distancing by using video or telephonic meetings as much as practicable and maintaining a distance of at least six feet between persons at the workplace whenever possible.
- Employees must wash 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).
- No employee shall bring cleaning products and/or disinfectants into the workplace that have not been approved by the Maintenance & Operations Manager.
- Avoid touching eyes, nose, and mouth.
- Employees should follow respiratory etiquette, such as covering mouth/nose when coughing/sneezing, and immediately wash hands after. Cover the mouth and nose with a tissue. If a tissue is not available, cough or sneeze into sleeve, not hands.
- Employees should avoid sharing equipment or workspaces. If equipment or workspaces are shared, employees should practice frequent hand washing.
- No physical greeting such as a handshake or hug.
- Personnel should use the stairs, not the elevator.

Personal Protective Equipment (PPE)

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, recommendation for PPE specific to occupations or job tasks may change depending on the undated 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 can spread COVID-19 to others even if you do not feel sick.
- The face covering requirement does not apply to employees who have trouble breathing or who have a medical or mental health condition that prevents the use of a face covering.
- Cloth face coverings should not be placed on 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 at least six feet between yourself and others. The cloth face cover is not considered personal protective equipment. It is not a substitute for social distancing; but, when used in conjunction, it may help prevent an infected person without symptoms from unknowingly spreading the disease.

Identification of High Traffic/High Touch Common Areas

The OCDE recognizes that high traffic/high touch common areas in the workplace need, to the extent possible, cleaning and disinfecting to limit the spread of the COVID-19 virus.

The OCDE will assign personnel and establish routine schedules to clean and disinfect common surfaces and objects in the workplace. This includes, but is not limited to, classroom technology devices, counters, tables, desks, chairs, benches, door handles, knobs, drinking fountains, refrigerators, vending machines, portable restrooms, bathroom surfaces, and trash cans.

The process of disinfecting includes providing disinfecting products that are EPA-approved for use against the virus that causes COVID-19 and following the manufacturer's instructions for all cleaning and disinfecting products (e.g., safety requirements, PPE, concentration, contact time).

OCDE Response-Confirmed or Suspected COVID19 Case

The OCDE will consult with the CDC, state health care agencies, and the Orange County Health Care Agency to ensure mitigation practices and response protocols are aligned with current expectations as information about the COVID-19 virus continues to be examined and understood.

If an employee is confirmed by medical verification to have the COVID-19 infection, the OCDE will inform immediate coworkers of their possible exposure to COVID-19 in the workplace but must maintain confidentiality as required by the Americans with Disabilities Act.

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, and keyboards.
- Always wash immediately after removing gloves and after contact with a sick person.
- If more than seven days have passed since the sick person visited or used the facility, additional cleaning and disinfecting are not necessary.
- Continue routine cleaning and disinfecting.

Employee Training

OCDE will provide regular training for employees to include, but is not limited to,

- What is COVID-19 and how is it spread
- Signs and symptoms of COVID-19
- Maintaining six-foot minimum of physical distancing
- When to seek medical attention if not feeling well
- 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
- Safety 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.