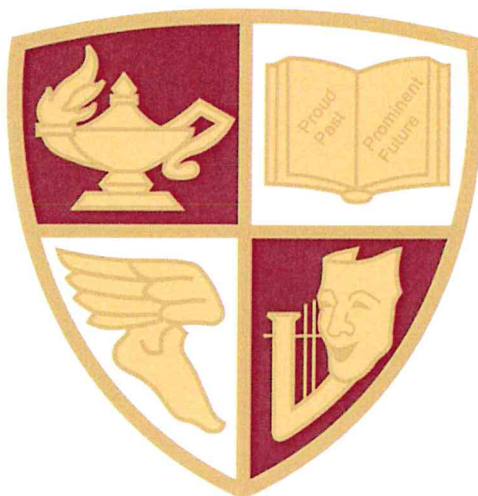


West Covina Unified School District



COVID-19 IIPP Addendum (Injury and Illness Prevention Program)

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IIPP Addendum to Prevent COVID-19

Purpose

It is the policy of West Covina Unified School District to protect the safety of our staff and to comply with California Labor Code 6400 which requires that every employer must furnish employment and a place of employment that is safe and healthful for the employees therein.

Scope

This policy applies to all West Covina Unified School District employees that may be exposed to the coronavirus as a result of the performance of their duties. Contained herein are general prevention best practices. Employees covered by the Aerosol Transmissible Disease Standard, 8 CCR 5199, must also comply with our separate ATD prevention policy and procedures.

This addendum to our Injury and Illness Prevention Program is a framework applicable during the current (COVID-19) public health emergency. The protocols outlined in this document will be modified based on the ongoing and updated guidance from the CDC, state and local public health agencies, and West Covina Unified School District operations.

What is Coronavirus Disease 2019 (COVID-19)

On February 11, 2020 the World Health Organization announced an official name for the disease caused by the novel coronavirus SARS-CoV-2. The name of the new 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.

COVID-19 affects different people in different ways. Infected people have had a wide range of symptoms reported – from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19: Symptoms may appear 2-14 days after exposure to the virus. People with the below symptoms could have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing

- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

It is important to note that laboratory testing is necessary to confirm an infection.

COVID-19 Transmission

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 enter the respiratory tract (mouth, nose, and lungs) of people who are nearby and cause infection. Spread is more likely when people are in close contact with one another (i.e., within six feet) while not wearing face coverings.

Although it is not considered to be the primary way the virus spreads, transmission may be possible by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes.

Infection Prevention Measures

West Covina Unified School District to the extent possible, will implement the following guidelines to mitigate employee exposure to the coronavirus virus in the workplace:

1. The use of video and/or telephonic meetings, and the establishment of guidelines for maintaining a distance of at least six feet between persons, whenever possible.
2. Distribute posters, notices, and/or signage to each work site to be displayed in common areas that provide physical distancing guidelines.
3. Encourage sick employees to stay home.
4. If an employee becomes symptomatic of COVID-19 while at work, they will be asked to leave the workplace and seek medical treatment, depending on the symptoms.
5. West Covina Unified School District will adhere to state guidance and local public health agency recommendations regarding the prearrangement of office and workplace furniture to maintain physical distancing, as much as possible.

6. To the extent supplies are in stock and readily available for distribution, employees will have access to appropriate hygiene products in the workplace.
7. Require employees to use face coverings. Face coverings must be worn whenever a West Covina Unified School District employee comes within six feet of another employee. 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.

Note: Face-coverings are not Personal Protective Equipment (PPE), but combined with physical distancing they help prevent infected persons without symptoms or who are presymptomatic from unknowingly spreading the coronavirus.

8. West Covina Unified School District will place signs and/or instructions in common areas (e.g., reception area, break rooms, public common areas, etc.) to communicate physical distancing requirements and to provide other COVID-19 infection prevention information to the general public entering the worksite and buildings.
9. West Covina Unified School District will regularly evaluate the workplace for compliance with this addendum.

Employee Responsibilities

During the COVID-19 public health emergency, West Covina Unified School District employees have a collective responsibility to ensure the protection of all people in the workplace to comply with district policies and the latest local public health guidelines to mitigate coronavirus disease (COVID-19) to themselves and anyone visiting the worksite.

1. Employees must self-screen for COVID-19 symptoms prior to arriving for their shift. Employees must follow the CDC guidelines for self-screening at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.

An employee must stay home if they are sick, follow public health agency guidelines, and contact their administrator or supervisor for further instructions.

2. Employees who are out ill with fever, cough, shortness of breath, or other 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, must consult with their physician before physically returning to work.

3. Employees who test positive for the COVID-19 virus must not return to work until the following occurs:
 - ✓ At least 24 hours have passed without a fever (without the use of fever-reducing medications) and no acute respiratory illness symptoms;
 - ✓ At least 10 days have passed since the symptom onset;
 - ✓ Other symptoms have improved
4. Employees who return to work following an illness must promptly report any recurrence of symptoms to their immediate supervisor.
5. Employees shall 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.
6. Employees must avoid shared workspaces (desks, offices, and cubicles) and work items (phones, computers, other work tools, and equipment) whenever possible. If employees must share workspaces, clean and disinfect shared workspaces and work items before and after use.
7. Employees shall wash hands with soap and water for at least 20 seconds and/or use hand sanitizer after interacting with people and after contacting shared surfaces or objects.
8. Employees shall cover coughs and sneezes and avoid touching eyes, nose, and mouth with unwashed hands.
9. Employees must avoid sharing personal items with coworkers (i.e., dishes, cups, utensils, towels).
10. Employees shall notify their administrator or supervisor if any washing facilities do not have an adequate supply of suitable cleansing agents, water, single-use towels, or blowers.
11. No employee shall bring cleaning products and/or disinfectants into the workplace that have not been approved by West Covina Unified School District

Personal Protective Equipment (PPE)

While engineering and administrative controls are considered more effective in minimizing exposure to COVID-19, personal protective equipment (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 infectious diseases, such as COVID-19, recommendations for PPE specific to occupations or job tasks may change depending on the updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19.

Cleaning and Disinfection

The West Covina Unified School District recognizes that high-traffic and high-touch common areas in the workplace need, to the extent possible, cleaning and disinfecting to limit the spread of the COVID-19 virus.

West Covina Unified School District 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, copymachines, containers, counters, tables, desks, chairs, benches, door handles, knobs, drinking fountains, refrigerators, vending machines, restroom and 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 disinfection products (e.g., safety requirements, PPE, concentration, contact time.)

Responding to Confirmed or Suspected COVID-19 Cases

West Covina Unified School District will consult with state and local public health agencies for mitigation practices and response protocols.

West Covina Unified School District will follow the [California Public Health Department](#) strategies, listed below, for returning employees to work. Note that some variation may occur depending on our local public health department and unique circumstances.

Employees	Minimum Criteria for Returning to Work
Symptomatic Positive Employees with symptoms who are laboratory confirmed to have COVID-19	<ol style="list-style-type: none">1. At least 24 hours have passed since resolution of fever without the use of fever-reducing medications;2. At least 10 days have passed since symptom onset;3. Other symptoms have improved

Asymptomatic Positive Employees who never had symptoms and are laboratory-confirmed to have COVID-19	A minimum of 10 days has passed since the date of their first positive COVID-19 test. If they develop symptoms, then the criteria for laboratory-confirmed cases with symptoms apply.
Symptomatic Negative Employees who had symptoms of COVID-19 but test result returned negative	Use the same criteria for return to work as laboratory-confirmed cases.
Asymptomatic Negative Employees who never had symptoms but were tested due to close contact with a laboratory-confirmed case-patient and were negative	Employees should quarantine at home for 14 days after the last known close contact with the case-patient. Symptoms can develop even after testing negative within 14 days after exposure. Our local health department may consider allowing an earlier return to work only for an employee in a critical infrastructure industry in which the essential operations of the workplace would be compromised by quarantine of the employee and no alternate staff can perform the same role.
Symptomatic Untested Employees who had symptoms of COVID-19 but were not tested	Testing is encouraged. If an employee cannot be tested, use the same criteria for return to work as laboratory-confirmed cases.
Asymptomatic Untested Employees who had close contact to a laboratory-confirmed case patient at work, home, or in the community and do not have symptoms. OR Employees who refuse or are unable to be	Employees should be quarantined at home for 14 days after the last known close contact with the case-patient. Testing is highly recommended; if testing has not occurred, our local health department may consider allowing an employee who had close contact to a confirmed case to continue to work only in a critical infrastructure industry in which the essential operations of the workplace would be compromised by quarantine of the employee and no alternate staff can perform the same role. Employees who develop symptoms of COVID-19 while in quarantine should contact their healthcare provider. Even

tested after close contact with a laboratory-confirmed case, despite recommendation for testing from local health department or healthcare provider, and do not have symptoms.	if they are not tested, the same criteria for return to work should be used as laboratory-confirmed cases.
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If an employee is tests positive for COVID-19, West Covina Unified School District will inform immediate coworkers of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA) and the Fair Employment and Housing Act (FEHA). The district will also investigate any confirmed COVID-19 illness to determine and mitigate any work-related factors that may have contributed to the risk of infection.

Cleaning and Disinfecting Following a Confirmed COVID-19 Case

1. Temporarily close the general area where the infected employee or student worked until cleaning is completed.
2. If possible, open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before cleaning and disinfecting the area.
3. Conduct deep cleaning of the entire general area where the infected employee worked and may have been, including breakrooms, restrooms and travel areas, with a cleaning agent approved for use by the EPA against the coronavirus.
4. Custodial personnel cleaning the area must be equipped with the proper personal protective equipment for COVID-19 disinfection (disposable gown, gloves, eye protection, or mask, if required).

Communication

Communication between employees and West Covina Unified School District on matters relating to COVID-19 mitigation and response is an important aspect to ensure employee safety while in the workplace. Therefore, West Covina Unified School District has a communication system through the Human Resources Department that is intended to accomplish clear and concise exchange of information by providing a single point of contact for administrators and supervisors.

1. All West Covina Unified School District employees are encouraged to report to their immediate administrator or supervisor concerns regarding COVID-19 mitigation practices or possible COVID-19 exposure in the workplace.
2. Administrators and supervisors who, after assessing the report, determine that additional guidance or assistance is required shall contact Michael F. Seaman, Assistant Superintendent of Human Resources – mseaman@wcusd.org who will triage the report and notify essential personnel for an appropriate response.

Employee Training

West Covina Unified School District will provide training in the general description of COVID-19, symptoms, when to seek medical attention, how to prevent its spread, and the employer's procedures for preventing its spread at the workplace. The training may consist of reviewing written documentation, online video training and/or acknowledgment of receipt of the West Covina Unified School District COVID-19 Injury and Illness Prevention Program addendum.