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COVID-19 Prevention Plan (CPP)

The Antelope Valley Union High School District is fully committed to providing safe employment and place of employment that is safe and healthful for our employees. This COVID-19 Addendum to the Injury and Illness Prevention Program is **focused-on safety matters that are applicable during the COVID-19 Pandemic**. Information changes frequently as more information is learned.

Protocols are provided and updated OFTEN by vetted health organizations such as the Los Angeles County Department of Public Health. Due to these changing conditions, information contained herein is subject to change.

It is important to recognize that the optimal way to prevent disease transmission is to use a combination of interventions from across the hierarchy of controls.

The following topics will be addressed in this document:

What is Coronavirus Disease 2019 (COVID-19)

COVID-19 Transmission

Infection Prevention Measures

Cleaning and Disinfecting

Responding to Cases: Isolation and Quarantine

Employee Responsibilities

Program and Workplace Evaluation

Documentation and Record Keeping

Informational Training

Employee Concerns

Personal Protective Equipment (PPE)

Risk Assessment

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 – A Combination of Interventions!

All of the following **Infection Control Measures are mandatory and must be followed by everyone** to limit the spread of COVID-19.

- **Do not report to work/school if you are sick**, even with mild illness symptoms and/or if have been Exposed to someone who is COVID positive or assumed positive. Employees that become ill at work must go home and notify your supervisor via email or phone AND email HRquestions@avhsd.org. Students that become ill during school will be directed to a designated “Symptom Room” on campus until Parent/Guardian can pick them up.
- **All staff, students and any visitors must screen themselves BEFORE leaving home.** Take temperature at home *if feasible* AND check for symptoms. Symptoms of COVID-19 may include fever, cough, shortness of breath/difficulty breathing, fatigue, chills, congestion or runny nose, muscle or body aches, headache, sore throat, nausea or vomiting, diarrhea, and/or new loss of taste or smell. This list does not include all possible symptoms of COVID-19. See <http://publichealth.lacounty.gov/acd/ncorona2019/covidcare/>
- Not all persons with COVID-19 will experience symptoms. Therefore, **ALL persons on campus MUST maintain Physical Distancing of at least Six Feet from one another.** Employees may momentarily come close *when necessary* to deliver goods, or as otherwise critically necessary.
- Additionally, **ALL persons on campus MUST wear a cloth face covering** at all times which must securely cover the nose and mouth. Two layers of tight-woven fabric (that you cannot see through) are best. Cloth face coverings with “valves” are NOT permitted as they permit the wearer to breathe-air OUT through the valve. “Gaiter” styles are not permitted. Wash and dry thoroughly prior to every use. NOTE: If you are BY YOURSELF in a private office with a door that closes, you need not wear the mask. “Bullpen style” offices with more than one worker are NOT private and the face covering must be worn at all times. Wearing the face covering does NOT replace the need for physical distancing.

Exemption on cloth face coverings may be made **ONLY** for students that are deemed Medically Incapable of safely wearing a cloth face covering. A face shield will be provided to staff that must interact with **un-masked** students within six feet for more than fifteen (15) minutes. A face shield may be provided to the student as well if medically permitted or recommended per his/her Individualized Education Plan (IEP).

- Practice personal hygiene and cleanliness. **Soap, water and paper towels are available at all schools/workplaces.** Handwashing with regular hand soap for at least twenty (20) seconds is best, but if you do not have immediate access to soap and water for handwashing, please use alcohol-based hand sanitizer containing at least 60 percent alcohol.
- **Do NOT touch your face, eyes, nose or mouth with dirty gloves or unwashed hands.** Clean your hands BEFORE putting-on and AFTER touching or re-positioning your face covering. Clean your hands thoroughly before AND after touching surfaces and any interaction others, especially with un-masked students.

- **Clean and disinfect daily** with spot-cleaning of high-touch surfaces throughout the day AND with full-scale disinfection *ideally* when most staff and students have gone home for the day to allow the site/rooms to air out before returning. 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 air hand dryers.
- Check your district work email daily for updates.
- While in any office or classroom, the ventilation system will remain ON to allow as much Air Exchange as possible which is an important Infection Control. If the room has windows, open them.
- Virtual format for trainings and meetings is to be used, wherever possible. If you absolutely must have an in-person meeting, keep it as short as possible, wear face coverings, limit the number of persons in attendance, AND use physical distancing practices. Wash your hands thoroughly before touching your face, eyes, nose or mouth and clean surfaces in the room when finished.
- When traveling to a job site, go in separate vehicles. If you must ride in the same vehicle, all passengers must wear a face covering AND have the vehicle windows open to allow in fresh air.
- You are strongly discouraged from using other workers' phones, desks, offices, classrooms or other work tools and equipment wherever possible. Schedules will be made for access to shared-items such as extended use of a xerox machine. To the extent equipment must be shared, employees will use alcohol-based wipes or disinfectant to clean tools before and after use. When cleaning tools and equipment, workers should consult manufacturer recommendations for proper cleaning techniques and restrictions.

CLEANING AND DISINFECTING

Staff will clean and disinfect high-touch surfaces within the school frequently throughout the day. High-touch surfaces include items such as: door handles, light switches, sink handles, bathroom surfaces and desks. The cleaning schedule will be updated to correspond to the needs of the instructional day. Cleaning is necessary to remove dirt or grease, while Disinfecting is necessary to kill pathogens. Disinfectants will not work fully when applied to a dirty surface.

No employee shall bring cleaning products and/or disinfectants *into the workplace* that have not been approved by the District Office. Items brought from home are allowed for Personal Use ONLY and MUST REMAIN away from any other person and kept in a secure locker or locking cabinet. Safety Data Sheets (formerly known as "Material Safety Data Sheet" or MSDS) are mandatory and kept on online file for all products containing any kind of chemical. Your personal items do not have SDS on official record with the district and therefore can only be in your sole secured possession.

Use Environmental Protection Agency-approved cleaning chemicals that have label claims against the coronavirus. Follow all labeling instructions for correct usage of the cleaner including Contact Time. Frequently-touched items (i.e., door pulls, counter tops) should be disinfected.

Per the California Healthy Schools Act, ANY employee using a disinfectant intended for surfaces must take the Integrated Pest Management (IPM) Basic Course. You may [take the test via Google Forms](#) and must also [watch the IPM video](#) beforehand.

NOTE: Hand Sanitizers do not fall under the HSA IPM Training Requirement. If it is a disinfectant/sanitizer intended for use only on people, you don't need to do IPM Training. If it is a disinfectant/sanitizer intended for use on surfaces, it is covered by state HSA and IPM Training *is required*.

Wear Custodial Gloves to protect your hands. Ensure a safe and correct application of the disinfectant. Use Environmental Protection Agency-approved cleaning chemicals that have label claims against the coronavirus. Follow all labeling instructions for correct usage of the cleaner including PROPER DILUTION and CONTACT TIME. Contact Time is the amount of minutes the chemical must remain wet on the surface for it to be fully effective, and varies by product.

Do NOT mix ANY cleaning products or ingredients together, including peroxyacetic (peracetic) acid, sodium hypochlorite (bleach), and/or quaternary ammonium compounds which can cause very hazardous vapors and injury. Use only one cleaning product at a time to avoid accidental mixing on the surface and ensure it dries fully.

Do NOT wipe a wet cleaning towel/rag over any electric outlet or allow the product to drip into any outlet, tool or appliance. You must UNPLUG any such item before cleaning it. Follow the manufacturer's instructions for proper cleaning of the item or you may damage the equipment, void any existing warranty and injure yourself.

You MUST WASH YOUR HANDS thoroughly with soap and water for at least 20 seconds when finished cleaning. **Do not touch your face, eyes, nose or mouth while wearing dirty gloves or with unwashed hands.**

ALL DISINFECTING PRODUCTS MUST BE KEPT OUT OF REACH OF CHILDREN. Students are NOT to use any disinfectant intended for surfaces, including any surface germicide/viricide. This includes surface wipes such as "Chlorox Wipes" and the alcohol wipes distributed district-wide. Store cleaning products in a safe manner and where students do NOT have access to them.

Ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible by opening doors and/or windows. When cleaning, ensure enough time has elapsed for any vapors to disperse before children/employees re-enter the room again. Wherever feasible, use the setting on the HVAC system that brings in fresh air. Check air filters regularly to ensure optimal air quality. Use High Efficiency Filters where feasible on rooms that do not have access to open window, doors or fresh air via the HVAC system.

If any schools are closed for a prolonged period, take steps to ensure all water systems are safe to use to minimize the risk of Legionnaire's Disease and other diseases associated with water.

Cleaning after is determined that a student/staff member was ill with COVID 19 symptoms on campus: Close off areas used by any sick person and do not use before cleaning and disinfection. To reduce risk of exposure to custodial staff, WAIT 24 HOURS before cleaning/disinfecting. If it is not possible to wait 24 hours, wait as long as is practicable. Ensure a safe and correct application of disinfectants using Personal Protective Equipment and proper ventilation.

ISOLATION AND QUARANTINE

All employees including supervisors and management 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.

Employees who are **out ill** with fever, cough, shortness of breath, or other acute respiratory symptoms that affect normal breathing or other COVID-19 symptom(s) who have not been tested for the COVID-19 virus or who have tested negative for the COVID-19 virus, or have had a Close Contact or Exposure, must consult with the district Exposure Management Director via hrquestions@avhsd.org BEFORE physically returning to work:

ISOLATION:

Per the Los Angeles County Department of Public Health, you are considered to have (or likely to have) COVID-19, if you have a positive diagnostic (swab or saliva) test for COVID-19 and/or were told by a doctor that you are likely to have COVID-19 and/or you have symptoms that are consistent with COVID-19 (fever, cough, or shortness of breath).

DO NOT GO TO WORK, NO EXCEPTIONS! Contact the district's Exposure Management Director at hrquestions@avhsd.org. HR will reach out to you with next steps and notify your school site accordingly.

ISOLATE: Stay home

You must stay home and separate yourself from others until your home isolation ends.

When Does My Home Isolation End?

If you have symptoms, you must stay home until:

At least 10 days* have passed since your symptoms first started, **and**
You have had no fever for at least 24 hours (without the use of medicine that reduces fevers), **and**
Your symptoms have improved (for example, cough or shortness of breath).

Los Angeles County Department of Public Health ISOLATION Continued:

If you tested positive for COVID-19 but *never had any symptoms*:

You must stay home for 10 days after the test was taken, **but** If you *develop symptoms*, you must follow all of the instructions above and stay home until all three criteria are met.

IMPORTANT NOTE: If you have a [condition](#) that severely weakens your immune system you might need to stay home for longer than 10 days. Talk to your healthcare provider for more information.

During Isolation:

- [Stay away](#) from household members.
- Do not go to work, school, or public areas.
- If you must leave home to get essential medical care, drive yourself, if possible. If you cannot drive yourself, keep as much distance as possible between you and the driver and others (e.g. sit in the back seat), leave the windows down, and wear a mask, if possible. If you do not have a mask, wear a cloth face covering (see [below](#)).
- If someone from outside your household is shopping for you, ask them to leave the food and other supplies at your door, if possible. Pick them up after the person has left. If you need help finding free delivery services, social services, essential items like food and medicines call 2-1-1 or visit the Public Health resource webpage at ph.lacounty.gov/media/Coronavirus/resources.htm.

Ending Isolation and returning to work or school

- When [your home isolation ends](#) (see box above) you can go back to your usual activities, including returning to work and/or school.
- Continue to practice physical distancing (stay 6 feet away from others) and to wear a cloth face covering when you are in public settings where other people are present.
- You do not need to have a negative test or a letter from Public Health to return to work or school, but you do need to speak with the district's Exposure Management Control Team Director at hrquestions@avhsd.org beforehand.

Tell your close contacts that they need to quarantine.

Your close contacts need to know that they could be infected and need to quarantine for 14 days after their last contact with you while you were infectious. Give them the [home quarantine instructions](#). They are available in multiple languages at ph.lacounty.gov/covidquarantine. Your close contacts must quarantine even if they feel well.

Los Angeles County Department of Public Health ISOLATION Continued:

Definition of a Close Contact

A “close contact” is any of the following people who were exposed to you while you were infectious:

Any person who was within 6 feet of you for more than 15 minutes.

Any person who had unprotected contact with your body fluids and/or secretions. For example, you coughed or sneezed on them, you shared utensils, a cup, or saliva with them, or they cared for you without wearing appropriate protective equipment.

You are considered to be infectious (you can spread COVID-19 to others) from 2 days before your symptoms first appeared until your home isolation ends. If you tested positive for COVID-19 but never had any symptoms, you are considered to be infectious from 2 days before your test was taken until 10 days after your test.

TAKE CARE OF YOUR HEALTH

For information on caring for children with symptoms of COVID-19, see [Guidance for the Care of Children with Symptoms of COVID-19](#).

Home Care

Most people with COVID-19 have mild illness and can recover at home. Here are steps that you can take to help you get better:

- Rest and drink plenty of fluids
- Take over-the-counter medicine such as acetaminophen (Tylenol®) to reduce fever and pain. Note that children younger than age 2 should not be given any over-the-counter cold medications without first speaking with a doctor.
- Make a note of when your symptoms started and continue to monitor your health.

Seeking Medical Care

Stay in touch with your doctor and seek medical care if your symptoms get worse. If you are age 65 years or older or have an [underlying medical condition](#) it is especially important to call your doctor as you may be at a higher risk of serious illness.

Call -9-1-1 if there are emergency warning signs:

Call 911 if there are emergency warning signs



Difficulty Breathing



Pressure or Pain in Chest



Bluish Lips or Face



Confused or Hard to Wake



Other Serious Symptoms

People with emergency warning signs should call 911. If it's not urgent, call your doctor before visiting. You may be able to get advice by phone.

Los Angeles County Department of Public Health ISOLATION Continued:

If you need to speak with someone about your mental health, contact your doctor. The district's Employee Assistance Program or "EAP" is for EVERY employee (including part time staff, you don't need to have a district health benefits plan) AND anyone living in your house can use the program too! They just need to say they're a family member of a "subscriber" in our district, AVUHSD. Call EAP toll-free 800-999-7222.

PROTECT OTHERS

Follow the steps below to help prevent the disease from spreading to others in your home and your community.

Separate yourself from others in your home

- If you need to be in the same room as other people, set it up so that you can stay 6 feet apart if possible. It is important to stay away from people who are at [higher risk of serious illness](#).
- Use a separate bathroom. If this is not possible, disinfect the bathroom after use (see cleaning information [below](#)).
- Open windows or use a fan or an air conditioner in shared spaces in the home.
- Do not allow non-essential visitors.
- Do not handle pets or other animals.

Anyone who continues to be in close contact with you will need to stay in quarantine for longer (see [home quarantine instructions](#)).

Wear a facemask or cloth face cover when you are around others

- Wear a disposable facemask when you are around other people. If you do not have a facemask, wear a cloth face cover. Do not use either if you have trouble breathing, or are unable to remove it without help, or you have been told not to wear one by a medical provider.
- If you are not able to wear a facemask or face cover, then people who live with you should avoid being in the same room with you. If they must enter the room you are in, they should wear a facemask (or if they don't have one, a cloth face covering). After leaving the room, they should immediately clean their hands, then remove and dispose of their facemask, and clean their hands again.
- *Use masks and face coverings with caution with children.* Infants and children under 2 should not wear cloth face coverings. Those between the ages of 2 and 8 should use them under adult supervision to ensure that the child can breathe safely and avoid choking or suffocation.
- See [Guidance for Cloth Facing Coverings](#) for more information.

Cover your coughs and sneezes

- Cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues in a lined trash can after each use. Wash your hands or use hand sanitizer after you cough or sneeze.

Avoid sharing food or personal household items

- Do not prepare or serve food to others.
- Do not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people or pets in your home.
- Make sure to wash your dishes, drinking glasses, and eating utensils with soap and water after each use.

Los Angeles County Department of Public Health ISOLATION Continued:

Clean your hands often

- Wash your hands often, especially after blowing your nose, coughing, or sneezing; going to the bathroom; before eating or preparing food; and after touching your face mask or cover. Use soap and water for at least 20 seconds.
- If soap and water are not available, clean your hands with a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub hands together for 30 seconds until they feel dry. Use soap and water if your hands are visibly dirty.

Clean and disinfect all "high-touch" surfaces every day

- Clean and disinfect high-touch surfaces e.g. counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables.
- Clean and disinfect any surfaces that may have body fluids on them.
- Use household cleaning and disinfectant sprays or wipes. Be sure to follow the product label instructions.
- If caregivers and household contacts clean or come into contact with your body fluids or secretions (such as sweat, saliva, sputum, nasal mucus, vomit, urine, or diarrhea) they should wear a disposable facemask and gloves. After cleaning, they should remove and dispose of their gloves first, clean their hands, then remove and dispose of their facemask, and clean their hands again.

See cleaning instructions in [Preventing the spread of respiratory illness in the home](#) and [FAQs for Caregivers](#).

TALK TO PUBLIC HEALTH - Contact Tracing

Contact tracing is a simple, confidential process that is being used to help slow the spread of COVID-19.

- If you test positive for COVID-19, you will receive a call from a public health specialist so please answer if you don't recognize the number. Please do your part by taking the call and answering some questions about the places you have been and the people you have been around while you were infectious.
- The people you tell the specialist about will be contacted and asked to stay home to help prevent others from getting sick. They will **not** be told your name or contact information. The specialist will also answer any questions you may have and share information about services.

If you tested positive but have not gotten a call yet please call **1-833-540-0473** from 8 AM to 8:30 PM, 7 days a week.

- To learn more about contact tracing, click [here](#).

MORE INFORMATION

- For more information on COVID-19 and to view the resources mentioned above in multiple languages, visit ph.lacounty.gov/media/coronavirus/.
- For help finding free delivery services, social services, essential items like food and medicines, visit ph.lacounty.gov/media/Coronavirus/resources.htm or call 2-1-1 (which is available 24/7).
- Please call your health care provider for any questions related to your health. If you need help finding a health care provider, call 2-1-1.

QUARRANTINE

Per the Los Angeles County Department of Public Health,

Why quarantine is important

Quarantine is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms.

You have been in close contact with someone who has or is suspected to have COVID-19 so it is important for you to stay home, separate yourself from others, and monitor your health. Please read these instructions carefully.

What is a Close Contact?

A "close contact" is any of the following people who were exposed to an "infected person" while they were infectious:

- a. An individual who was within 6 feet of the infected person for more than 15 minutes
- b. An individual who had unprotected contact with the infected person's body fluids and/or secretions, for example, being coughed or sneezed on, sharing utensils or saliva, or providing care without wearing appropriate protective equipment.

*An infected person is anyone with COVID-19, or who is suspected to have COVID-19, and is considered to be infectious from 2 days before their symptoms first appeared until they are no longer required to be isolated (as described in [Home Isolation Instructions for People with COVID-19](#)). A person with a positive COVID-19 test but no symptoms is considered to be infectious from 2 days before their test was taken until 10 days after their test.

Length of quarantine period

- You need to stay in quarantine for 14 days from when you last had close contact with the infectious person. The infected person should follow [Home Isolation Instructions for People with COVID-19](#).
- If you continue to live with or care for the infected person, the amount of time you have to quarantine depends on the type of contact that you have - find the situation that is most like yours in the section "[How do I calculate the end date of my quarantine period](#)" at the end of this guidance.
- If you don't know when you were exposed to the infected person and you received a Public Health Emergency Quarantine Order, your last day of quarantine is 14 days from the date the order was issued.

Testing for COVID-19

As a close contact to someone with COVID-19, it is recommended that you get tested.

- To get a test, call your doctor, visit covid19.lacounty.gov/testing, or call 2-1-1.
 - If you got an email from Public Health, take it with you in case the facility asks for proof that you are a contact to someone with COVID-19
 - Take precautions when you go to get the test, so you don't unintentionally infect other people. See [If you do have to go out for medical care or for COVID-19 testing](#) below.

Los Angeles County Department of Public Health QUARRANTINE Continued:

- If your test result is positive:
 - It means that you have COVID-19
 - You need to follow the [Home Isolation Instructions for People with COVID-19](#) which can be accessed at ph.lacounty.gov/covidisolation
 - You need to tell all of your close contacts to quarantine and give them these instructions.
- If your test result is negative:
 - You may still be infected, but it is too early to show on the test.
 - You need to stay in quarantine until 14 days after your last exposure to the infected person.
 - Monitor your symptoms and follow the instructions below.

Restrictions during quarantine

To prevent you from unintentionally spreading COVID-19 to uninfected people, you must restrict activities and limit all movements that may put you in contact with others during the quarantine period.

- Stay home. Do not go to work, school, or public areas. You may only leave your place of quarantine or enter another public or private place to get necessary medical care.
- Do not allow visitors.
- Separate yourself from others in your home (unless they are also in quarantine).
 - Stay in a specific room and away from other people in your home. It is very important to stay away from people who are at higher risk of serious illness. This includes people who are age 65 years or older or have a health problem such as a chronic disease or a weak immune system.
 - Use a separate bathroom, if available.
 - Stay at least 6 feet away from others. When this is not possible, wear a cloth face covering (see [Cloth face coverings](#) section below).
- Do not handle pets or other animals.
- Do not prepare or serve food to others.

Getting help with food and other necessities

- If you do not have someone to help you, you can arrange for food and other necessities to be left at your door. If you need help finding food or other necessities, call 2-1-1, or visit [211a.org](https://211la.org), or the Public Health [resource webpage](#).

Returning to work or school

- When your quarantine period ends (see [How to Calculate When Your Quarantine Period Ends](#)), you can resume your usual activities, including returning to work and/or school. You should not need a letter from Public Health or a negative test to return to work or school.
- If you developed symptoms, you need to follow the [Home Isolation Instructions](#) for returning to work or school.

Monitor your health and know what to do if you develop symptoms

- It is important to monitor your health for [signs and symptoms of COVID-19](#) which may include the following: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, sore throat, nausea or vomiting, diarrhea, congestion or runny nose, or new loss of taste or smell. This list of symptoms is not all inclusive.

Los Angeles County Department of Public Health QUARRANTINE Continued:

- If you develop any of these symptoms or any other symptoms that are concerning to you, consult your medical provider. Tell them that you are a contact to someone with COVID-19. If you are having serious symptoms such as difficulty breathing, feel pain or pressure in your chest, have bluish lips or face or are experiencing a new onset of confusion or difficulty waking up, call 911 or go to an emergency room. If you do not have a medical provider, call 2-1-1.
- Make a note of when your symptoms started and follow the guidance [Home Isolation Instructions for People with COVID-19](#).

If you do have to go out for medical care or for COVID-19 testing

- Wear a surgical mask. If you don't have one, wear a cloth face covering (see [Cloth Face Covering](#) section below).
- Use a private vehicle if possible. If you cannot drive yourself, be sure to keep as much distance as possible between you and the driver, wear a cloth face covering, if possible, and leave windows down. You should not use public transportation.

Cloth face coverings

Infants and children under the age of 2 should not wear cloth face coverings. Children between the ages of 2 and 8 should use them but under adult supervision to ensure that the child can breathe safely and avoid choking or suffocation. A mask or cloth face covering should not be placed on anyone who has trouble breathing or is unable to remove it without assistance. See [Guidance for Cloth Facing Coverings](#) for more information.

How to calculate when your quarantine period ends

You will need to stay in quarantine for 14 days from the date that you last had close contact with an infected person. See "[Length of quarantine period](#)" on page 1 for the definition of close contact and the examples below to learn how to calculate the last date in your quarantine period.

I. YOU HAVE NO FURTHER CONTACT WITH THE INFECTED PERSON

Your last day of quarantine is 14 days from the date when you last had close contact with them.

Example:

Your last close contact with the infected person: January 1
+ 14 Days
= Your last day in quarantine: January 15

II. YOU CONTINUE TO HAVE CONTACT WITH THE INFECTED PERSON

For example, you live with and/or care for the person with COVID-19

If you can avoid close contact (see [definition](#) on page 1), your last day of quarantine is 14 days from the date the infected person(s) in your household started to follow Home Isolation Instructions for People with COVID-19.

Example:

Infected person(s) started to follow Home Isolation Instructions: January 5
+ 14 Days
= Your last day in quarantine: January 19

Los Angeles County Department of Public Health QUARRANTINE Continued:

A. If you have close contact (see [definition](#) on page 1) with that person at any point, the 14-day quarantine period will have to restart from the last day that you had close contact.

Example:

You started quarantine: January 5

→ You had another close contact with infected person: January 8

+ 14 Days

= Your last day in quarantine: January 22

B. If you cannot avoid close contact (see [definition](#) on page 1), your last day of quarantine is 14 days from the date that the infected person was told that they are “cleared” to stop their isolation.

Example:

Infected person cleared to stop isolation: January 15

+ 14 Days

= Your last date in quarantine: January 29

III. YOU RECEIVED A QUARANTINE ORDER BUT DON'T KNOW WHEN YOU WERE EXPOSED

A. Your last day of quarantine is 14 days from the date of issue on the Order.

Example:

Issue date on the quarantine order: January 20

+ 14 Days

= Your last date in quarantine: February 3

Further information

- For more information, visit the Public Health website ph.lacounty.gov/Coronavirus or call 2-1-1 (which is available 24/7).
- Please call your health care provider for any questions related to your health. If you need help finding a health care provider, call 2-1-1.

REMINDER, ENSURE YOU CONTACT [HRQUESTIONS@AVHSD.ORG](mailto:hrquestions@avhsd.org) TO REVIEW ALL INFORMATION BEFORE RETURNING TO WORK.

Employees who are cleared to return to work after an illness must promptly report any recurrence of symptoms to their immediate supervisor via phone or email, and not report to work, GO HOME AND email hrquestions@avhsd.org

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 air hand dryers.

No employee shall bring cleaning products and/or disinfectants *into the workplace* that have not been approved by the District Office. Items brought from home are allowed for Personal Use ONLY and MUST REMAIN away from any other person and kept in a secure locker or locking cabinet. Safety Data Sheets (formerly known as “Material Safety Data Sheet” or MSDS) are mandatory and kept on online file for all products containing any kind of chemical. Your personal items do not have these on official record with the district and therefore can only be in your sole secured possession.

Program and Workplace Evaluation

The Program Administrator will conduct periodic evaluations of the workplace to ensure that the provisions of this program are being implemented. The evaluations will include regular consultations with employees, supervisors, site inspections, and a review of records.

Documentation and Recordkeeping

A written copy of this program including related regulatory standards shall be kept in the Program Administrator's office. These are all available online at any time via the regulatory agency website.

Informational Training

Training may be completed via the Target Solutions platform which has been shared out with all AVUHSD Employees (June 2020). Additional materials, email and handouts are shared regularly with all employees.

Employee Concerns

Routine evaluation of the effectiveness of this program as with any safety measure requires employee input. Understandably, individuals will have concerns and fears surrounding the current COVID-19 Pandemic. **Remember, the best way to AVOID GETTING SICK, and to prevent disease transmission, is to actively use a combination of preventative actions and infection control measures every day!** While these measures may seem bothersome, they are critically necessary and **must be followed** by everyone to help protect the health and safety of all.

The state of California and the Los Angeles County Department of Public Health mandate Cloth Face Coverings be worn when in a public setting to slow the spread of the virus, since this will help people who may have the virus, and do not know it, from transmitting it to others.

Preventive actions, such as NOT coming to work sick, frequent hand washing, maintaining at least six feet of physical distancing, wearing cloth masks, and NOT touching your face eyes, nose or mouth with dirty gloves on OR with unwashed hands, MUST be followed and has been demonstrated to prevent the spread of COVID-19 disease.

Please do not hesitate to direct any questions or concerns regarding this document to Chris Jarrett, Risk Manager, AVUHS District Office at cjarrett@avhsd.org.

Personal Protective Equipment

PPE is available at all work locations throughout the Antelope Valley Union High School District along with hands-on training. Review of PPE usage will continue throughout the pandemic.

Program Evaluation and Duration

This document will be reviewed and evaluated at least annually. Updates will be made to it as necessitated by Public Health during the current COVID-19 Pandemic.

Risk Assessment- COVID-19

	Route of Exposure	Controls to Prevent or Reduce Exposure
Employees	Transmission occurs through inhalation of contaminated airborne respiratory droplets OR if the coronavirus enters the mucus membranes (eyes, nose, mouth) after touching contaminated surfaces with hands.	<ul style="list-style-type: none"> • Stay home if sick or exhibiting COVID19 symptoms • Reconfigure workstations, workspaces, common areas, restrooms, breakrooms, and reception areas with physical barriers where feasible and/or enable separation of at least 6' from coworkers • As feasible, increase the ventilation rate to bring in Fresh Air • Mandated symptom self-screening before leaving home • Discontinued non-essential travel • Establishing alternating workdays, staggered shifts, and telecommuting where feasible • Train staff to recognize COVID19 symptoms and how to prevent the spread • Avoid touching others (no hugging, shaking hands, or other forms of personal touch) • Increase the number of hand sanitizer dispensers and handwashing stations, if necessary • Eliminate equipment sharing unless necessary and only after sanitization occurs (includes phones) • Increasing hygiene practices and training employees on proper handwashing and sanitizing, especially after touching commonly used items • Avoid touching your face, nose, mouth, and eyes • Cough or sneeze into a tissue and throw tissues away. Alternatively, cough into your arm or elbow. Wear your face covering at all times. • Increase the cleaning and disinfection of equipment and commonly touched items • Notify HRQUESTIONS@AVHSD.ORG if ill or symptomatic of COVID-19 before coming to work. If become ill at work, notify supervisor, GO HOME and email HRQUESTIONS@AVHSD.ORG • Train employees of proper use of PPE including required or voluntary use of N95 respirators by Medical Personnel, with face shields, protective clothing, gloves; and cloth face-coverings for All to protect against COVID-19
Visitors	Transmission occurs through inhalation of contaminated airborne respiratory droplets OR if the coronavirus enters the mucus membranes (eyes, nose, mouth) after touching contaminated surfaces with hands.	<ul style="list-style-type: none"> • Post signage that visitors exhibiting COVID-19 symptoms are not allowed on premises • Post signage requiring visitors must wear face coverings unless medically exempted AND to adhere to physical distancing protocols • Post signage and floor markings to facilitate physical distancing. Control traffic flow • Post signage indicating that the public agency is not responsible for the transmission of COVID-19 and they are on-site at their own risk
Vendors/Contractors	Transmission occurs through inhalation of contaminated airborne respiratory droplets OR if the coronavirus enters the mucus membranes (eyes, nose, mouth) after touching contaminated surfaces with hands.	<ul style="list-style-type: none"> • Post signage that visitors exhibiting COVID-19 symptoms are not allowed on premises • Post signage requiring visitors must wear face coverings unless medically exempted and to adhere to physical distancing protocols • Post signage and floor markings to facilitate physical distancing and control traffic flow • Post signage indicating that the public agency is not responsible for the transmission of COVID-19 and they are on-site at their own risk • Require any vendor/contractor who contracts COVID-19 and has been on-site to notify the public agency immediately