

2022-2023 School Year Employee Health and Safety Protocols

Updated: July 22, 2022

This is a fluid working document that may be adjusted as conditions and guidance change.

Employee Health and Safety Protocols



Maintaining safe and healthy environments for employees and students remains the District's number one priority. In support of that commitment, the contents in this document represent the most current health and safety guidance provided by the California Department of Public Health (CDPH) and the Los Angeles County Department of Public Health (LAC DPH) pertaining to COVID-19 and appropriate safety precautions.

Employees are required to adhere to these protocols at all times and to seek out clarification from their immediate supervisor whenever needed.

Additional information and resources related to COVID-19 can be accessed by visiting:

http://www.publichealth.lacounty.gov/media/Coronavirus
https://www.hawthorne.k12.ca.us/covid-19
https://www.cdc.gov/coronavirus/2019-ncov/index.html

Face Masks



Masking is not required for employees in K-12 settings, regardless of vaccination status. Both CDPH and LAC DPH still strongly recommend masking in indoor settings, however, and employees may request surgical-grade masks or respirator masks from their direct supervisor if desired.

Handwashing



Handwashing is strongly recommended as one of the most effective ways to prevent the spread of any biological pathogen, including COVID-19. Employees should wash their hands several times during the day. Hands should be thoroughly washed with soap and water for at least 20 seconds and then thoroughly dried.

Hand sanitizer dispensers are located in every school office and in other select areas where soap and water are not easily accessible.

Physical Distancing



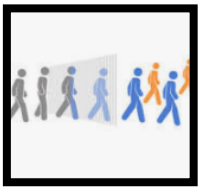
Employees are to comply with all posted and communicated directions regarding physical distancing. Access to offices and staff lounges and to items contained within them may be restricted to ensure the safety of staff.

Cleaning and Disinfecting



Cleaning and disinfecting will be conducted in accordance with guidelines and recommendations issued by the LAC DPH. Requests for additional/enhanced cleaning/disinfecting or access to cleaning supplies should be directed to the requesting employee's immediate supervisor.

Daily Symptom Screening



Employees are required to self-screen for COVID-19 symptoms and risk factors daily before accessing the campus/work location. All employees are to self-screen using the protocol provided by the District, which may be updated as needed. Any employee who fails to pass the self-screening is to refrain from reporting to work and must contact either their immediate supervisor or Human Resources. Any employee who is sick should remain at home and is not to report to their work location. Employees who are exhibiting symptoms of COVID-19 should seek out a medical diagnosis. Employees who are diagnosed with COVID-19 are to notify their immediate supervisor or Human Resources immediately.

Personal Protective Equipment (PPE)



In addition to face masks, the District has provided schools with face shields, gloves, gowns, thermometers, hand sanitizing stations, and various other items and equipment.

Protective plexiglass barriers have been installed in all school front offices and health clerk offices.

Additional protective equipment and related items will be provided on a case by case basis, depending upon individual settings and circumstances. Requests are to be made to the employee's immediate supervisor.

COVID-19 Testing



Any employee who is exhibiting symptoms of COVID-19 should seek out testing. Employees who have been in close contact with someone who has been diagnosed with COVID-19 should consider testing immediately and are required to test on Day 5 following exposure if unvaccinated, incompletely vaccinated, or fully vaccinated and booster-eligible, but not boosted. Employees who are up to date on all vaccines or who have recovered from lab-confirmed COVID-19 within the last 90 days should consider testing immediately and again on Day 5 following close contact with someone who has been diagnosed with COVID-19.

Testing is available Monday through Friday from 7:30am to 5:00pm at Prairie Vista South (13298 Kornblum Avenue), at county test sites (covid19.lacounty.gov/testing), and through healthcare providers/pharmacies. Additional resources can be accessed via the Los Angeles County Information Line by dialing 2-1-1 or texting 52-211.

It can take multiple days for some test results to be received. Employees who are unvaccinated, exhibiting symptoms, or under a quarantine order are to quarantine at home until their test results have been issued. Any time an employee has taken a non-routine COVID-19 test, they are to notify their immediate supervisor or Human Resources. Regardless of the results of the test, employees who have taken a non-routine COVID-19 test are to notify Human Resources of their results as soon as they have been received.

Contact Tracing



When a laboratory-confirmed COVID-19 infection is reported, the School COVID-19 Compliance Team or other designated personnel will engage in case investigation and contact tracing. This process will be conducted in accordance with the guidelines established by the LAC DPH. Identified close contacts (having been within 6 feet for a cumulative 15 minutes or more in a 24-hour period or having had unprotected contact with bodily fluids/secretions) within a positive case's infectious period will be informed of their exposure and will be provided with the appropriate quarantine and testing information. A person with COVID-19 is considered to be infectious from 2 days before their symptoms first appeared until the time they are no longer required to isolate or from 2 days before their positive test specimen was collected, if they were asymptomatic, until 10 days after that test was taken.

All procedures will comply with current notification requirements, while maintaining confidentiality mandated by the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA).

Quarantine



Quarantine is used to keep someone who was exposed to COVID-19 away from others. Quarantine helps prevent the spread of disease before a person knows they are sick or if they are infected with the virus without feeling symptoms. Employees who have been identified as being a close contact to a lab-confirmed positive case must quarantine, unless they are fully vaccinated and boosted, fully vaccinated but not yet eligible for a booster, or have tested positive for COVID-19 in the last 90 days and recovered.

Employees who must quarantine are to do so for 10 days unless they are asymptomatic and have received a negative COVID-19 viral test (such as an antigen test) result taken from a specimen collected on Day 5 or later.

Home Isolation

If you test positive for COVID-19, you must follow LAC DPH's Home Isolation instructions.

If you have symptoms and test positive for COVID-19 or a healthcare provider diagnoses you with COVID-19, you must stay home until at least 5 days have passed since the onset of your symptoms and your symptoms have improved and you are fever-free without the use of fever reducing medications and you have received a negative COVID-19 viral test (such as an antigen test) result from a specimen collected on Day 5 or later. If you are unable to test or choose not to test and symptoms are resolving, your isolation can end after Day 10.



If you do not have any symptoms and test positive for COVID-19, you must stay home until at least 5 days have passed since your positive test specimen was collected and you have remained symptom free and you have received a negative COVID-19 viral test (such as an antigen test) result from a specimen collected on Day 5 or later. If you are unable to test or choose not to test and no symptoms are present, your isolation can end after Day 10.

If a healthcare provider initially thought your symptoms were due to COVID-19, but reassessed your diagnosis and concluded that you do not have COVID-19, you can stop isolating once 24 hours have passed since you have been fever-free without using fever reducing medications.

SAFE IN THE SOUTH BAY SCHOOLS

EMPLOYEE SCREENING QUESTIONS
Thank you for taking the time to keep our school community safe.
1. Are any of the following statements true? • I have tested positive for COVID-19 in the last 14 days (2 weeks). • I have been tested because of COVID-19 symptoms and I am still waiting for results.
YES, one of the statements above is true.
NO.
2. Do you live in a household with a person who has COVID-19 symptoms and: o is waiting to take a COVID-19 test or o is waiting for test results or o has a confirmed COVID-19 diagnosis
YES
NO
3. In the past 24 hours, have you felt feverish or had a measured temperature greater than 100.4° F?
YES
NO
4. Over the past 24-hours, have <u>you or anyone living in the household</u> had any of the following symptoms that are not related to another condition? • Fever or chills • New Cough • Shortness of breath • Muscle or body aches • New loss of taste or smell • Diarrhea or vomiting
YES
NO
5. In the past 10 days, have you come into close contact (within 6 feet for 15 minutes or more) with someone who has tested positive for COVID-19 or is a member of a classroom or cohort with exposure to a potentially infected employee?
YES
NO
6. Are you currently under isolation or quarantine?
YES
NO


Hawthorne
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