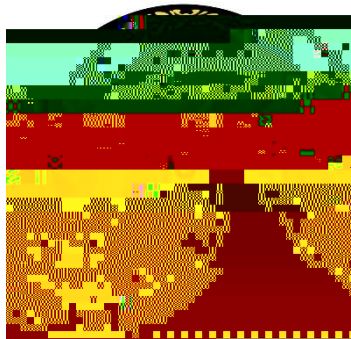




**EL MONTE UNION
HIGH SCHOOL
DISTRICT**

**COVID-19
PREVENTION
PROGRAM (CPP)**

(CCR Title 8 §3205)

IIPP ADDENDUM

considered respiratory or Personal Protective Equipment (PPE), but combined with physical distancing of at least 6 feet, they may help prevent infected persons without symptoms or who are pre-symptomatic from spreading COVID-19.

6. Place signs and/or instructions 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.
7. Encourage frequent hand washing with soap for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or handwashing facility. Hand sanitizer does not work if the hands are soiled so every effort must be made to wash hands before applying hand sanitizer.

Essential Infection Prevention Measures – Employee Responsibility

During this COVID-19 public health emergency, 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 risk to themselves and anyone visiting the work site.

1. Employees are required to self-screen at home each workday for COVID-19 symptoms prior to reporting for their shift. Employees are encouraged to use the CATAPULT EMS system for reporting. Employees should follow the CDC guidelines for self-screening at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.

An employee should stay home if they are sick, follow public health agency guidelines, and contact their supervisor if they experience these symptoms:

- 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

2. Employees who are out ill with fever or acute respiratory symptoms that affect normal breathing and have not been tested for the COVID-19 virus or who have tested negative for the COVID-19 virus, should consult with their physician and their supervisor or district RN before physically returning to work.
3. Employees must promptly disclose positive COVID-19 tests. Employees who test positive for the COVID-19 virus should not return to work until the following occurs:

At least 24 hours have passed with no fever (without the use of fever-

reducing medication) and,
no acute respiratory illness symptoms, and

At least 10 days have passed since the symptoms first appeared.

4. Employees who return to work following an illness should promptly report any recurrence of symptoms to their immediate supervisor.
5. Employees should practice physical distancing by using video or telephonic meetings as much as practicable and maintaining a distance of at least 6 feet between persons at the workplace when possible.
6. Employees should avoid shared workspaces (desks, offices, and cubicles) and work items (phones, computers, other work tools, and equipment) when possible. If employees must share workspaces, clean and disinfect shared workspaces and work items before and after use.
7. Employees should wash hands with soap and water for at least 20 seconds and/or use hand sanitizer after interacting with other persons and after contacting shared surfaces or objects. Hand sanitizer does not work if the hands are soiled.
8. Employees should cover coughs and sneezes and avoid touching eyes, nose, and mouth with unwashed hands.
9. Employees should avoid sharing personal items with coworkers (i.e., dishes, cups, utensils, towels).
10. No employees shall bring cleaning products and/or disinfectant into the workplace that has not been approved by the District.
11. Employees should notify their administrator or supervisor if any washing facilities do not have an adequate supply of suitable cleansing agents, water, and single-use towels or blowers.
12. Employees must cooperate with district investigations related to the onset of illness, date of symptoms, others with whom the employee had close contact, and COVID-19 testing among other topics. The investigation will help the District identify employees who may have been exposed and require/recommend quarantine to prevent further workplace exposure.

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

Cleaning and Disinfection Policy and Practice

The District 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 District will assign personnel and establish 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 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 cleaning and disinfection products (e.g., safety requirements, PPE, concentration, dwell time).

Cleaning and Disinfecting – Confirmed COVID-19 Case

1. Temporarily close the general area where the infected employee 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

Confirmed COVID-19 Case

2. All employees will be tested as frequently as required for a COVID-19 outbreak or a major COVID-19 outbreak. Additional testing will be provided when deemed necessary by Cal/OSHA.
3. We will quarantine and exclude all COVID-19 cases and those exposed to the COVID-19 cases as set forth above in **Responding to Positive or Suspected COVID-19 Cases in the Workplace.**
4. The District will immediately investigate and determine possible COVID-19 hazards that may have contributed to the outbreak in accordance with **Investigation, Identification, and Correction of COVID-19 Hazards and Responding to Positive or Suspected COVID-19 Cases in the Workplace.**
5. The District will perform a review of its COVID-19 policies, procedures, and controls and implement changes where needed. The investigation and review will be documented and include review of:
 - Leave policies and practices to ensure employees are encouraged to remain home when sick;
 - COVID-19 testing process;
 - Insufficient outdoor air;
 - Lack of physical distancing, face coverings or use of other PPE;
 - Evaluation of mechanical ventilation;
 - Determine the need for additional respiratory protection;
 - Determine whether to halt some or all operations until the COVID-19 hazard has been corrected;
 - Implement any other control measures as required by Cal/OSHA.
6. Notify the local health department as required by law.

Suspected COVID-19 Exposure

In a case where an employee knew they have been in close contact with a person who may have contracted the COVID-19 infection, the employee should self-quarantine in their home or another residence for 14 days from the last date that they were in close contact with that person. Employee should notify their supervisor and district nurse of the suspected COVID-19 exposure. Close contact refers to any person who has been within 6 feet of a potential infectious COVID-19 person for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the exposure period. The exposure period is 48 hours prior to a COVID-19 person having symptoms, or positive test, until 10 days after, and 24 hours without fever. The employee suspected of being exposed to the COVID-19 infection should, as soon as practical, corroborate the COVID-19 exposure by medical verification.

Communication

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

All district employees are encouraged to freely communicate with administrators or supervisors with regard to COVID-19 symptoms, possible exposures, workplace concerns, and suggestions for correction of potential hazards without fear of reprisal.

Administrators, supervisors, or designees who, after assessing the report, determine that additional guidance or assistance is required, shall contact the Assistant Superintendent of Human Resources to triage the report and notify essential district personnel for an appropriate response.

Reporting, Recordkeeping, and Access

The District is committed to following all local and state law requiring reporting, recordkeeping, and access to records. It is our policy to:

1. Record and track all COVID-19 cases, including the date of a positive test, as required by law. The record will be made available to employees, authorized employee representatives, or as otherwise required by law. All identifying information will be removed prior to providing access.
2. Report information about COVID-19 cases to the local health department when required by law and to provide the local health department all requested information.
3. Immediately report to Cal/OSHA any COVID-19 related serious illness or death, as defined by law, occurring in the.

References

1. Coronavirus Disease 2019 Basics Centers for Disease Control and Prevention (May 12, 2020). <https://www.cdc.gov/coronavirus/2019-ncov/faq.html#Coronavirus-Disease-2019-Basics>
2. How Does the Virus Spread? Centers for Disease Control and Prevention (March 23, 2020). <https://faq.coronavirus.gov/spread/how-does-the-virus-spread/>
3. Cal/OSHA Interim General Guidelines on Protecting Workers from COVID-19. State of California Department of Industrial Relations (May 14, 2020). <https://www.dir.ca.gov/dosh/coronavirus/General-Industry.html>
4. Public Health Recommendations for Community-Related Exposure. Centers for Disease Control and Prevention (March 30, 2020). <https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>
5. CDC Activities and Initiatives Supporting the COVID-19 Response and Plan for Opening America Up Again. Centers for Disease Control and Prevention (May 2020). <https://www.cdc.gov/coronavirus/2019-ncov/downloads/php/CDC-Activities-Initiatives-for-COVID-19-Response.pdf#page=45>
6. Cleaning and Disinfection for Community Facilities. Centers for Disease Control and Prevention (May 27, 2020). <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>
7. COVID-19 Industry Guidance: Office Workspaces. California Department of Public Health (May 12, 2020). <https://covid19.ca.gov/pdf/guidance-office-workspaces.pdf>