



Book	Administrative Guideline Manual
Section	8000 Operations
Title	COVID-19 Preparedness and Response Workplace Procedures
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#### 8460A - COVID-19 Preparedness and Response Workplace Procedures

In conjunction with Policy 8460 and as required by Executive Orders 2020-96 and 2020-97, or any subsequent executive orders related to the District's COVID-19 Preparedness and Response Plan, the procedures listed below shall be followed so long as required by law or executive order, or determined by District administration to be necessary for the health and safety of District employees, students, and visitors.

##### I. Compliance with Legal Requirements

- A. The Superintendent or his/her designee shall assign at least one worksite supervisor to each District building and/or worksite, who is charged with implementing, monitoring, and reporting on the COVID-19 control strategies developed in the District's COVID-19 Preparedness and Response Plan, found in Policy 8460.
- i. The worksite supervisor must remain on-site at all times when employees are present on site.
- B. For employees working on site in District buildings or on District property, the District shall provide training that covers:
- i. Workplace infection control practices.
- ii. Proper use of personal protective equipment.
- iii. Steps the employee must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
- iv. How to report unsafe working conditions.
- v. The District shall maintain a record that it has complied with these training requirements.

##### II. Social Distancing Practices and Mitigation Measures

- A. **Daily Screening Protocol.** Before or upon entering a District building or District property for work each day, each employee or contractor will be subjected to a self-screening protocol that includes a questionnaire covering whether the employee has symptoms of COVID-19 or has been in close contact with individuals who have tested positive for COVID-19 or who have symptoms of COVID-19.
- As required by law, the District shall maintain records of its compliance with the daily entry self-screening protocol requirement by maintaining copies of the questionnaires completed by employees. These questionnaires will be maintained in a confidential paper and/or digital file, accessible only as needed by District staff to comply with this guideline, Policy 8460, an executive order, or law.
- B. **Social Distancing.** Employees and contractors who are in a District building or on District property shall maintain a distance of at least six (6) feet from one another to the maximum extent possible.
- C. **Face Coverings.** Face covering over nose and mouth must be worn in all of the following situations:
- When in any indoor public space;
  - When outdoors and unable to consistently maintain a distance of six feet or more from individuals who are not members of their household;
  - When awaiting for or riding on public transportation.

This requirement does not apply to the following:

- Individuals who cannot medically tolerate a face covering (medical documentation is required to be submitted -- For Employees this is submitted to the Human Resource office);
- Eating or drinking while seated;

- Individuals who are receiving a service for which temporary removal of the face covering is necessary to perform the service;
- Individuals who are communicating with someone who is hearing impaired;
- Individuals who are giving a speech for broadcast or an audience.

Employees are asked to provide their own face covering if possible. The district has face coverings available for those individuals who are unable to obtain.

### III. Additional Safety Measures

- The District has increased workplace cleaning and disinfection to limit exposure to COVID-19, particularly on high-touch surfaces and shared equipment and products.
- Work-related travel for employees is restricted to essential travel only.
- The District will continue to promote remote work to the fullest extent possible.
- Employees are encouraged to use personal protection equipment and hand sanitizer on public transportation, if applicable.

### IV. Protocol for responding to potential infections in the workplace

Definitions:

- "Close contact" means being within approximately six feet of an individual for a prolonged period of time.
- Symptoms of COVID-19 include temperature 100.4 or above; atypical cough; atypical shortness for breath; sore throat; diarrhea, vomiting, abdominal pain, new onset of severe headache.

For all situations described in A-F below, the following procedures will apply:

- Office staff receiving the possible infection information will collect and record information on Part I and II of the COVID-19 Symptoms/Diagnosis/Exposure Report and forward to the Human Resource Office while finishing collection of information on Part III (if applicable).
- When applicable, the Human Resource Office will contact the health department to determine if contact tracing and notification of vulnerable individuals is necessary as well as any building closure.
- The employee will receive written communication from the Human Resource Office regarding CDC and health department exclusion requirements listed below and return to work requirements (if applicable). Employees may be required to communicate with the school prior to returning.
- The district will maintain a record that it has completed all notice requirements.

A. **Positive COVID-19 TEST** - If a student or staff member tests positive for COVID-19, he/she will be informed they are prohibited from entering district property until:

- Ten days have passed since symptoms first appeared, or since the date of positive test if asymptomatic; AND
- 24 hours with no fever (without the use of fever-reducing medication); AND
- All symptoms have improved

If a student or staff member who tests positive for COVID-19 has been on-site within 48 hours prior to the positive test, all of the following will occur within 24 hours of receiving notice:

- Provide notice to any staff or students, who may have come into contact with the person with a confirmed case of COVID-19.
- All areas of the worksite where the student/employee traveled will be disinfected and deep cleaned in accordance with guidance from the Centers for Disease Control and Prevention (the "CDC"). The area or facility may be temporarily closed if deemed appropriate.
- Contact will be made to the local health department.

B. **Reported Symptoms & Possible Exposure** - If a student or staff member displays one or more symptoms of COVID-19, AND in the past 14 days has had at least one of the following:

- close contact with a person confirmed to have COVID-19, or
- close contact with a person under quarantine for possible exposure to COVID-19, or
- Student has traveled out of state or country

The staff member will be informed to contact their healthcare provider and get evaluated and tested for COVID-19. The staff member will be informed that they will be excluded from school as described in "A" above. Office staff will proceed with procedures as described in "A" above.

C. **Onsite Symptoms & Possible Exposure** - If an employee is onsite with symptoms and exposure as described in "B", the employee will be moved to an identified isolation area in the building and arrangements made for the employee to go home or receive medical care (as applicable). Additional PPE will be provided and worn by student and staff.

- i. Building Office staff will complete Part I and II of the COVID-19 Symptoms/Diagnosis/Exposure Report and forward to the Human Resource Office while finishing collection of information on Part III (if applicable).
- ii. During the time of quarantine, building staff will use the COVID-19 Symptoms/Diagnosis/Exposure Report to assist with the collection of relevant information. The staff member student will be asked to self-identify the location and individuals they came into contact with for the past 2 days to the best of their recollection. Priority will be placed on those individuals that they were in contact with for a sustained 15 minutes or more.
- iii. The Human Resource Office will contact the health department to determine if contact tracing and notification of vulnerable individuals is necessary as well as any building closure.
- iv. The employee will receive written communication from the Human Resource Office regarding CDC and health department exclusion requirements listed below and return to work requirements. Employees will be required to communicate with the school prior to returning.

D. **Onsite Symptoms & No Exposure** - If a staff member displays one or more of the symptoms of COVID-19, but in the past 14 days has NOT HAD

- Close contact with a person confirmed to have COVID-19, or
- Close contact with a person under quarantine for possible exposure to COVID-19, or
- Student has NOT traveled out of state or country,

The staff member will be moved to an identified isolation area in the building and arrangements made for the employee to go home or receive medical care (as applicable). Additional PPE will be provided and worn by student and staff.

- i. Building staff will use the COVID-19 Symptoms/Diagnosis/Exposure Report to assist with the collection of relevant information. The staff member will be asked to self-identify the location and individuals they came into contact with for the past 2 days to the best of their recollection. Priority will be placed on those individuals that they were in contact with for a sustained 15 minutes or more.
- ii. Office staff will complete Part I and II of the COVID-19 Symptoms/Diagnosis/Exposure Report and forward to the Human Resource Office while finishing collection of information on Part III (if applicable).
- iii. The employee will receive written communication from the Human Resource Office regarding CDC and health department exclusion requirements listed below and return to work requirements and informed that he/she must remain out of work until:
  - At least 24 hours with no fever, without the use of fever-reducing medicine;
  - Improvement of symptoms related to sore throat, cough, shortness of breath, severe headache;
  - 24 hours with no diarrhea, vomiting, abdominal pain
  - If strep throat, do not return until at least 2 doses of antibiotic have been taken.

E. **No Symptoms & Notice of Positive Exposure** - Employees who have had close contact with an individual who tests positive for COVID-19 are prohibited from coming to work until:

- 14 days have passed since the last close contact with the sick or symptomatic individual

F. **No Symptoms & Notice of Possible Exposure** - Employees who have had close contact with an individual who displays one or more of the principal symptoms of COVID and is awaiting COVID test results are NOT excluded if they have had no other history of COVID exposure. Symptoms of the employee should be carefully monitored and the employee should be excluded if symptoms develop or if a close contact tests positive for COVID.

G. **Travel Out of Country** - Employees who have traveled out of the country are prohibited from coming to work until Fourteen (14) days have passed since their return to the United States.

## V. Specific Requirements for Offices

In addition to the general requirements imposed on all businesses and operations, Executive Order 2020-97 also imposes specific additional requirements on offices. Therefore, the following additional policies and procedures apply to District offices so long as required by law or executive order, or determined by District administration to be necessary for the health and safety of District employees, students, and visitors:

- A. While working in District offices, employees and contractors must wear face coverings in shared spaces, including restrooms and hallways, and during in-person meetings.

- B. To assist employees and contractors in maintaining a distance of at least six (6) feet apart while working in District offices, the District will:
- i. Provide visual indicators of appropriate spacing for employees outside the building in case of congestion;
  - ii. Spread out workstations and stagger workspace usage;
  - iii. Restrict use of non-essential common space (e.g., cafeterias);
  - iv. Provide visual cues to guide movement and activity (e.g., restricting elevator capacity with markings, locking conference rooms);
  - v. Prohibit social gatherings and meetings that do not allow for social distancing or that create unnecessary movement through the office.
- C. All employees working in District offices shall be assigned a dedicated entry point to reduce congestion at the main entrance.
- D. As required by executive order, water fountains will be turned off.
- E. To maintain the cleanliness of the office environment, the District shall:
- i. Provide disinfecting supplies and require employees to wipe down their workstations at least twice daily;
  - ii. Post signs about the importance of personal hygiene;
  - iii. Disinfect high-touch services; and
  - iv. Minimize the shared use of items when possible.
- F. All nonessential visitors are prohibited from entering District offices.
- G. The District shall notify District employees or contractors working in a District office if the District learns that an individual with a confirmed case of COVID-19 has visited the office.

#### **Confidentiality**

The District will take reasonable precautions to protect health information pursuant to all applicable laws and statutes, including, but not limited to, the Americans with Disabilities Act (ADA), the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Family Education Rights and Privacy Act of 1974 (FERPA).

Legal                      Executive Order 2020-96, and any subsequent related order  
Executive Order 2020-97, and any subsequent related order  
Occupational Health and Safety Administration Guidance on Preparing Workplaces for COVID-19, available at <https://www.osha.gov/Publications/OSHA3990.pdf>.