

COVID-19 EMPLOYEE GUIDELINES



Human Resources and Risk Management
RIM OF THE WORLD UNIFIED SCHOOL DISTRICT



Injury and Illness Prevention Program COVID-19

Introduction

It is the policy of the Rim of the World Unified School District to ensure a safe and healthy environment for employees, staff, and students. Communicable and infectious diseases are minimized by providing prevention, education, identification through examination, surveillance, immunization, treatment and follow-up, isolation, and reporting.

This handbook has been prepared to provide our employees with information for preventing and responding to an exposure to the Coronavirus (SARS-CoV-2), the virus that causes COVID-19. All employees are responsible for becoming familiar with our policies and procedures. If you have questions regarding the material in the handbook, please contact your supervisor or any other member of management for clarification. The handbook should not be construed as an employment contract or agreement for employment for any specified period of time. We reserve the right to make changes to these policies at any time. When changes are necessary, we will provide you with amended pages for your handbook.

As a strong collaborative team, we will safely navigate this unprecedented time in our history. We are Rim Strong.

Sincerely,

Michelle Murphy,
Superintendent

Nondiscrimination Policy

No district employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, color, ancestry, national origin, age, religious creed, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, sex, sexual orientation, gender, gender identity, gender expression, or association with a person or group with one or more of these actual or perceived characteristics.

The Board also prohibits retaliation against any district employee who opposes any discriminatory employment practice by the district or its employees, agents, or representatives or who complains, testifies, assists, or in any way participates in the district's complaint process pursuant to this policy. No employee who requests an accommodation for any protected characteristic listed in this policy shall be subjected to any punishment or sanction, regardless of whether the request was granted.

Employee Training

Provide regular training for employees on the following topics using interactive methods that are easy to understand including verbal, visual, web based-online, audiovisual, and picture-centered handouts and other resources.

What is COVID-19?

On February 11, 2020, the World Health Organization announced an official name for the disease that is causing the 2019 Novel Coronavirus outbreak, first identified in Wuhan China. The new name of this disease is Coronavirus Disease 2019, abbreviated as COVID-19. COVID-19 is a new disease, caused by a new coronavirus that has not previously been seen in humans. There is currently no vaccine to prevent COVID-19.

What are the Symptoms of COVID-19?

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

Procedures to Help Prevent the Spread of COVID-19

Protect Yourself

Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing serious complications from COVID-19 illness.

How does it spread?

- The best way to prevent illness is to avoid being exposed to this virus.
- The virus is thought to spread mainly from person-to-person.
- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

To prevent the spread of respiratory infections from one person to the next, frequent hand washing is recommended.

Hand Hygiene

Hand hygiene procedures include the use of alcohol-based hand rubs and hand washing with soap and water. Washing hands with soap and water is the best way to get rid of germs in most situations, and it's one of the most effective ways to prevent the spread of germs. If soap and water are not readily available, use an alcohol-based hand sanitizer (containing 60-95% alcohol).

- Hand Washing with Soap and Water:
 - Wet hands first with water (avoid using hot water).
 - Apply soap to hands.
 - Rub hands vigorously for at least 15 seconds, covering all surfaces of hands and fingers.
 - Rinse hands with water and dry thoroughly with paper towel.
 - Use paper towel to turn off water faucet.

Handwashing facilities will be maintained to provide adequate supply of hand washing soap and paper towels.

Alcohol-based hand rub is an ideal method for decontaminating hands, except when hands are visibly soiled (e.g., dirt, blood, body fluids), and may not remove harmful chemicals from hands like pesticides and heavy metals, in which case soap and water should be used. Hand hygiene stations should be strategically placed to ensure easy access.

- Using Alcohol-based Hand Rub (follow manufacturer's directions). Please complete the required Target Solutions training.

Coughing and Sneezing Etiquette

Covering coughs and sneezes and keeping hands clean can help prevent the spread of serious respiratory illnesses.

- Germs can be easily spread by:
 - Coughing, sneezing, or talking

- Touching your face with unwashed hands after touching contaminated surfaces or objects
- Touching surfaces or objects that may be frequently touched by other people
- Covering coughs and sneezes and washing hands are especially important for infection control measures in healthcare settings, such as emergency departments, doctor’s offices, and clinics.
- To help stop the spread of germs:
 - Cover mouth and nose with a tissue when coughing or sneezing.
 - Throw used tissues in the trash
 - If a tissue is not available, cough or sneeze into the elbow, not in hands.
 - Immediately wash hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean hands with a hand sanitizer that contains at least 60% alcohol.

Guidelines for Masks

- Masks are optional for outdoors for all person in a K-12 setting.
- K-12 students are required to wear a mask indoors, with exemptions per CDPH face mask guidance. Adults in K-12 school settings are required to a mask when sharing indoor spaces with students.
- Persons exempted from wearing a face covering due to a medical condition, must wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, if their condition permits it.

Public Gatherings

Per CDPH guidelines, individuals who are fully vaccinated (have received their second shot of Pfizer or Moderna, or the single Johnson & Johnson shot) do not have to wear a mask when participating in a public gathering (i.e., staff meeting, professional development trainings). Unvaccinated people must wear a mask. This method of self-attestation requires organizations to collect the vaccination status of each employee through a self-certification survey (located at the end of this handbook). The document is confidential and will be placed in each employee’s medical folder in the Personnel Office.

Avoid Close Contact – Distancing

Physical distancing is an effective method that can help stop or slow the spread of an infectious disease by limiting the contact between people. In-person instruction can occur safely without minimum physical distancing requirements when other mitigation strategies (e.g., masking) are implemented. To help prevent the spread of respiratory disease, employees should avoid close contact with people who are sick.

CDC recommends schools maintain at least 3 feet of physical distance between students within classrooms, combined with indoor mask wearing by people who are not fully vaccinated, to reduce transmission risk. When it is not possible to maintain a physical distance of at least 3 feet, such as when schools cannot fully re-open while maintaining these distances, it is especially important to layer multiple other prevention strategies, such as:

- Indoor masking.
- Keeping distance from others for people who are at higher risk of getting very sick.
- Increasing physical space, when possible, between employees, and employees and the public (e.g., drive-through service, physical barriers such as partitions).
- Making it available for employees to utilize district-owned vehicles separately when feasible.

When traveling in separate vehicles is not possible, unvaccinated employees must wear a mask when driving together in the same vehicle. If all employees are vaccinated, they do not need to wear a mask.

- Use signs, tape marks, or other visual cues such as decals or colored tape on the floor, placed 3 feet apart, to indicate where to stand when physical barriers are not possible.
- Implement flexible worksites (e.g., telework) during school/district closure only.
- Close or limit access to common areas where employees are likely to congregate and interact.
- Determine when all non-essential and non-related services, such as entertainment activities are possible.
- Offering videoconferencing or teleconferencing, when possible, for work-related meetings and gatherings.
- When videoconferencing or teleconferencing is not possible, hold meetings in open, well-ventilated spaces, and wear a face covering.

If a Student Displays COVID-19 Symptoms,

Monitor students for signs of potential COVID-19 symptoms. Send to the Health Office for assessment and isolation (if needed).

If an Employee is Sick

Fully vaccinated employee:

- Fully vaccinated employees are not required to quarantine or test for COVID-19 if they are asymptomatic.
- If a fully vaccinated employee tests positive for COVID-19 and experiences and/or displays flu-like symptoms, they must follow isolation and/or exclusion procedures.

Quarantine recommendations for unvaccinated employees:

When both parties were wearing a mask in the indoor classroom setting, unvaccinated employee who are close contacts (more than 15 minutes over a 24-hour period within 0-6 feet indoors) may undergo a modified 10-day quarantine as follows.

They may continue to attend work if they:

- Are asymptomatic;
- Continue to appropriately mask, as required;
- Undergo at least twice weekly testing during the 10-day quarantine; and
- Continue to quarantine for all extracurricular activities at school, including sports, and activities within the community setting.

Quarantine recommendations for: unvaccinated close contacts who were not wearing masks or for whom the infected individual was not wearing a mask during the indoor exposure; or unvaccinated employees as described above.

For these contacts, those who remain asymptomatic, meaning they have NOT had any symptoms, may discontinue self-quarantine under the following conditions:

- Quarantine can end after Day 10 from the date of last exposure without testing; OR
- Quarantine can end after Day 7 if a diagnostic specimen is collected after Day 5 from the date of last exposure and tests negative.

To discontinue quarantine before 14 days following last known exposure, asymptomatic close contacts must:

- Continue daily self-monitoring for symptoms through Day 14 from last known exposure; AND
- Follow all recommended non-pharmaceutical interventions (e.g., wearing a mask when around others, hand washing, avoiding crowds) through Day 14 from last known exposure.

If any symptoms develop during this 14-day period, the exposed person must immediately isolate, get tested and contact their healthcare provider with any questions regarding their care.

If a worker is confirmed to have COVID-19, employers should inform anyone they have come into contact with (including fellow employees) of their possible exposure to COVID-19 in the workplace but should maintain confidentiality as required by the Americans with Disabilities Act (ADA). The employer should instruct fellow employees about how to proceed based on the CDC Public Health Recommendations for Community-Related Exposure. ROWUSD will be notified when a case is officially confirmed by the SBCDH.

Employees shall report flu-like symptoms and confirmed positive COVID-19 test results to their immediate supervisor as soon as practicable. Additionally, employees must report all COVID-19 safety hazards to their immediate supervisor. Employees who test positive for COVID-19 must complete the San Bernardino County COVID-19 Response form at: https://dphsbcounty.co1.qualtrics.com/jfe/form/SV_1KPbjRQPDXXOjDD.

Personal Protective Equipment

Employers should conduct a hazard assessment to determine if hazards are present in the workplace that necessitate the use of PPE. If an employer identifies COVID-19 as a workplace hazard, they must select and provide exposed employees with properly fitting PPE that will effectively protect employees. Scientific evidence supports the findings that the virus can travel more than six feet, especially indoors, physical distancing must be combined with other controls, including face coverings and hygiene to be effective.

- Employees must follow guidelines for recommended PPE specified in chemical Safety Data Sheets while using disinfectants and other hazardous materials.
- Employers should stress hand hygiene before and after handling all PPE.
- An employee may request an N-95 mask as an accommodation through an interactive process, or as deemed necessary based on an employee's job duties. For district-paid N-95 masks, employees must be fit-tested, at the district's expense. Employees must request a fit testing through the Personnel Department and provide proof of testing completion.

How to Clean and Disinfect

Wear disposable gloves to clean and disinfect.

- Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash (refer to SDS and labels for PPE requirements).
- Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.

Cleaning

- Determine what needs to be cleaned. Areas unoccupied for 7 or more days need only routine cleaning.
- Maintain existing cleaning practices for outdoor areas. Clean surfaces using soap and water. Practice routine cleaning of frequently touched surfaces.

- High touch surfaces include: Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

Disinfecting

- Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.
- Recommend use of **EPA-registered household disinfectant.**
 - Follow the instructions on the label to ensure safe and effective use of the product.
- Many products recommend:
 - Keeping surface wet for a period of time (see product label)
 - Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

Soft surfaces:

- For soft surfaces such as carpeted floor, rugs, and drapes
 - Clean the surface using soap and water or with cleaners appropriate for use on these surfaces

Electronics:

For electronics, such as tablets, touch screens, keyboards, remote controls, and ATM machines:

- Consider putting a wipeable cover on electronics.
- Follow manufacturer's instruction for cleaning and disinfecting.
- If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.

Cleaning and disinfecting your building or facility if someone is sick

Close off areas used by the sick person.

- Open outside doors and windows to increase air circulation in the area.
 - Wait 24 hours before you clean or disinfect.
 - If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the sick person, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls.
- If more than 7 days since the sick person visited or used the facility, additional cleaning and disinfection is not necessary.
- Continue routine cleaning and disinfection

Wash your hands often

- Always wash immediately after removing gloves and after contact with a sick person.

Safety Protocols for Employees:

- Employee Daily Self Health Checklist (Attachment)
 - Employees will be provided a Self-Health Checklist to use as resource for self-monitoring. Employees should maintain this record themselves; it is not for submission purposes. As needed employees will need to report to the appropriate person issues emerging from the form.

- Complete training upon return to work (PublicWorks: COVID-19)
 - Meet with your immediate supervisor to review assigned trainings.
- Practice Social Distancing when possible.
- Wear a face covering over your mouth and nose when students are present, and if you are unvaccinated in a public gathering.
- Wash hands often for at least 20 seconds or clean your hands with 60% alcohol sanitizer.
- Cover your cough or sneeze.
- Sanitize your work area often and at the end of your workday
- Avoid, if possible, sharing of work equipment such as desk phones, cell phones, computers, or tools.
- Sanitize “common” work equipment and vehicles after each use.
- Sanitize hands before and after using photocopiers and other common use office equipment.
- Handling Mail: Use proper hand hygiene after handling mail.
- Open windows and doors when possible to increase airflow.
- Self-monitor for signs and symptoms of COVID-19 if you suspect a possible exposure report to your supervisor and consult your healthcare provider.
- If you are sick, stay home to reduce exposure to other employees.

How to Properly Put on a Face Covering

1. Clean your hands with soap and water or hand sanitizer before touching the mask.
2. Make sure there no obvious tears or holes in the mask.
3. Determine which side of the mask is the top. The side of the mask that typically has a stiff bendable edge is at the top and is meant to mold to the shape of your nose.
4. Determine which side of the mask is the front. For paper masks, the colored side is usually the front and should face away from you, while the white touches your face.
5. Follow the instructions below for the type of mask you are using:
 - *Face Mask with Ear Loops*: Hold the mask by the ear loops. Place a ear loop around each ear.
 - *Face Mask with Ties*: Bring the mask to your nose level and place the ties over the crown of your head and secure with a bow.
 - *Face Mask with Bands*: Hold the mask in your hand with the nosepiece or top of the mask at fingertips, allowing the headbands to hang freely below hands. Bring the mask to your nose level and pull the top strap over your head so that it rests over the crown of your head. Pull the bottom strap over your head so that it rests at the nape of your neck.
6. Hold or pinch the stiff edge to shape your nose.
7. If using a face mask with ties, take the bottom ties, one in each hand, and secure with a bow at the nape of your neck.
8. Pull the bottom of the mask over your mouth and chin.

Compliance

California employers are required to establish and implement an Injury and Illness Prevention Program (IIPP) to protect employees from all worksite hazards, including infectious diseases.

When an employee informs their supervisor that they have tested positive for COVID-19, the supervisor is required to inform all employees, visitors, vendors, and students who on campus at least three days prior to the positive COVID-19 test result. This written announcement must be done within twenty-four hours of receiving notice of a positive COVID-19 case.

If an employee believes they contracted COVID-19 at work and are pursuing a Workers Compensation claim, the first need to call Company Nurse and be evaluated at one of the district's preferred provider locations. All Workers Compensation procedures are in effect just as any other claim.

Ensure workers are trained on the hazards of the cleaning chemicals used in the workplace in accordance with OSHA's Hazard Communication standard (CCR Title 8. 5194).

Ensure workers are trained on Compliance with OSHA's standards on Bloodborne Pathogens (CCR Title 8. 5193).

Resources

National Institute for Occupational Safety and Health (NIOSH), Centers for Disease Control and Prevention.

- https://www.cdc.gov/niosh/emres/2019_ncov.html?deliveryName=USCDC_308%E2%80%90DM26149

Centers for Disease Control and Prevention.

- Cleaning and Disinfecting:
 - Decision Tool: https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/ReOpening_America_Cleaning_Disinfection_Decision_Tool.pdf
 - Guidance for Cleaning and Disinfecting: https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf
 - Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html>

California Department of Public Health.

- California COVID-19 Response
 - <https://covid19.ca.gov/>

California Department of Industrial Relations - Cal/OSHA

- Guidelines on Requirements to Protect Workers from Coronavirus
 - <https://www.dir.ca.gov/dosh/coronavirus/General-Industry.html>

U.S. Department of Labor - Occupational Safety and Health Administration

- Guidance on Preparing Workplaces for COVID-19:
 - <https://www.osha.gov/Publications/OSHA3990.pdf>

Self-Certification of Vaccination Status

Employer/Business/Entity Name: _____
Employee Full Name: _____
Date of Birth: _____

Under the California Departments of Public Health's July 12th, 2021, Orders, all businesses, and governmental entities throughout the State of California are required to determine the COVID-19 vaccination status of their employees (as well as contractors, volunteers, and others who regularly work onsite). In light of this requirement, please provide the information requested below.

Please note that you are required to provide accurate information about your vaccination status in response to the questions below, or alternatively may decline to provide your vaccination status. If you decline to provide information about your vaccination status, we will be required to assume you are unvaccinated for purposes of rules or requirements in the workplace that are different for vaccinated or unvaccinated employees. For example, if requirements on face coverings allow fully vaccinated employees not to wear face coverings in certain settings, the information collected below will be used to determine whether you will be required to wear a face covering in those settings.

For purposes of this certification, you are considered "fully vaccinated" two weeks after completing the second dose of a two-dose COVID-19 vaccine (e.g., Pfizer or Moderna) or two weeks after receiving a single dose of a one-dose vaccine (e.g., Johnson & Johnson/Janssen).

Please select the statement below that accurately describes your vaccination status:

- I am fully vaccinated.
- I received my second dose of the Pfizer or Moderna vaccine or my single dose of a Johnson & Johnson vaccine less than two weeks ago.
- I received my first dose of Moderna or Pfizer, and my second appointment is scheduled.
- I have not yet been vaccinated, but I have already scheduled an appointment to receive my first dose of vaccine. I have not been vaccinated.
- I decline to answer whether I have been vaccinated.

I understand that I am required to provide accurate information in response to the question above. I hereby affirm that I have accurately and truthfully answered the question above. I also understand that if I stated that I am fully vaccinated, my employer may request documentation of my vaccination status (e.g., a copy of my vaccine card or other similar official document confirming vaccination status).

If at any time during the 2021-2022 school year your response status changes, please notify the Personnel Department.

Signature: _____ Date: _____

COVID-19 DAILY SELF-HEALTH CHECKLIST



Rim of the World Unified School District recommends employees review this COVID-19 Daily Self-Health Checklist **each day before reporting to work.**

This form is intended to be used as a resource to help guide you through the self-monitoring process.

If you reply YES to any of the questions below, STAY HOME and call your supervisor.

Do you have a fever (temperature over 100.40F) without having taken any fever reducing medications?

- Yes
- No

Loss of Smell or Taste?

- Yes
- No

Muscle Aches?

- Yes
- No

Sore Throat?

- Yes
- No

Cough?

- Yes
- No

Shortness of Breath?

- Yes
- No

Chills?

- Yes
- No

Headache?

- Yes
- No

Have you experienced any gastrointestinal symptoms such as nausea/vomiting, diarrhea, loss of appetite?

- Yes
- No

Have you, or anyone you have been in close contact with been diagnosed with COVID-19, or been placed on quarantine for possible contact with COVID-19?

- Yes
- No

Have you been asked to self-isolate or quarantine by a medical professional or a local public health official?

- Yes
- No