



Harvest Ridge
Cooperative Charter School

Injury Illness Prevention Plan

Title 8 California Code of Regulations Section 3203

Adopted by Harvest Ridge Board of Directors
September 3, 2020

HARVEST RIDGE COOPERATIVE CHARTER SCHOOL

RESPONSIBILITY

The Injury and Illness Prevention Program (IIPP) primary administrator, the charter school's Executive Director, has the authority and the responsibility for implementing and maintaining this program for Harvest Ridge Cooperative Charter School.

Managers and supervisors are responsible for implementing and maintaining the program in their work areas and for answering your questions about the program. A copy of this program is available in the school office, and from each manager and supervisor.

The Management of Harvest Ridge Cooperative Charter School is committed to the implementation and maintenance of an effective IIPP to ensure your health and safety. In addition, every employee is responsible for their own safety as well as the safety of the people they work with.

COMPLIANCE

All Harvest Ridge Cooperative Charter School employees, including managers and supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that all employees comply with these practices includes:

- Inform employees of the provisions of our IIPP when first assigned
- Evaluate the safety performance of all employees
- Recognize employees who perform safe and healthful work practices
- Provide training to employees whose safety performance is deficient
- Discipline employees for failure to comply with safe and healthful work practices

COMMUNICATION

All managers and supervisors are responsible for communicating with you about occupational safety and health in a form you can readily understand. Discussing safety concerns are part of an ongoing dialogue between management and staff at regularly scheduled and impromptu meetings. Our communication system encourages all employees to inform their managers and supervisors about workplace hazards without fear of reprisal.

Our communication system includes: (See examples in Glossary) IIPP Glossary.doc

- Staff Meetings
- New Employee Orientation
- On-Line Safety Training
- Code of Safe Practices

HAZARD ASSESSMENT

Periodic inspections and evaluations to identify workplace hazards are performed by a competent observer in our workplace as follows:

- When we initially established our IIPP;

- When new substances, processes, procedures or equipment which present potential new hazards are introduced;
- When new, previously unidentified hazards are recognized;
- When occupational injuries and illnesses occur;
- Whenever workplace conditions warrant an inspection; and
- At least once per year.

ACCIDENT/EXPOSURE INVESTIGATION

Procedures for investigating workplace accidents and hazardous substance exposures include:

- Interview injured employees and witnesses;
- Examine the workplace for contributing factors associated with the incident/exposure;
- Determine the cause of the incident/exposure;
- Take corrective action to prevent the incident/exposure from reoccurring; and
- Record the findings and actions taken.

HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices or procedures are corrected in a timely manner based on the severity of the hazards. Hazards are corrected according to the following procedures:

- When observed or discovered;
- When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Employees who are required to correct the condition are provided with the necessary training and protection.

TRAINING AND INSTRUCTION

All employees, including managers and supervisors, are provided with training and instruction on general and job specific safety and health practices. Training and instruction is provided:

- When the IIPP is first established;
- To all employees with respect to hazards specific to each employee's job assignment;
- To all employees given new job assignments for which training has not been previously provided;
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
- Whenever the employer is made aware of a new or previously unrecognized hazard;
- To supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed;
- To all new employees.

RECORDKEEPING

The following list includes our primary methods of recordkeeping.

- Written documentation of the identity of the person or persons with authority and responsibility for implementing the program.
- Written/Database documentation of scheduled periodic inspections to identify unsafe conditions and work practices.
- Written/Database documentation of training and instruction.

RESOURCES & GLOSSARY

Guide to Developing Your Workplace Injury and Illness Prevention Program
with checklists for self-inspection

http://www.dir.ca.gov/dosh/dosh_publications/IIPP.html#25

Division of Occupational Safety and Health (Cal/OSHA)

<http://www.dir.ca.gov/dosh/>

IIPP Glossary of Terms

Accident:

The word “accident” could be interchanged with “incident”. “Accident” is used in this case to conform to the language found in the OSHA standard. Use of the word “accident” is not intended to assign fault or responsibility.

Administrator:

Person responsible for the execution of public affairs, as distinguished from policy-making.

Implementing:

To carry out or accomplish.

To ensure fulfillment by concrete measures.

Maintaining:

To keep in an existing state (as of repair, efficiency, or validity).

Preserve from failure or decline.

Communication system: The manner and methods in which employer and employees provide and share health and safety information.

Examples should include the following:

- Internal staff bulletins, whether distributed electronically or materially.
- Staff and departmental meetings
- Material postings in high-traffic public areas
- Anonymous Suggestion Systems, including a policy prohibiting reprisal for reporting a safety concern.
- Training (documentation of attendance required)

- ❑ New employee orientation, including introduction to the Illness and Injury Prevention Program (documentation of attendance required)

Compliance:

Conformity in fulfilling a legal requirement.

Imminent hazard:

An immediate source of danger.

Competent Person:

A competent person is a person who is capable of identifying existing and predictable hazards in the surroundings or working conditions that are unsanitary, hazardous, or dangerous to employees. The competent person has the authority to impose prompt corrective measures to eliminate these hazards.

Qualified (Responsible) Person:

A qualified person is a person designated by the employer; and by reason of training, experience, or instruction has demonstrated the ability to perform safely all assigned duties; &, when required is properly licensed in accordance with federal, state, or local laws and regulations.

Contact Information

Primary administrator- Janet Sutton

jsutton@harvestridgeschool.org

(916) 259-1425

CODE OF SAFE PRACTICES

Our general workplace safety and health practices can be found in our Code of Safe Work Practices.

General Work Areas

It is our policy that everything possible will be done to protect employees, students and visitors from accidents.

Safety is a cooperative undertaking requiring participation by every employee. Failure by any employee to comply with safety rules will be grounds for corrective discipline. Supervisors shall insist that employees observe all applicable School, State and Federal safety rules and practices and take action as is necessary to obtain compliance.

To carry out this policy, employees shall:

1. Report all unsafe conditions and equipment to their supervisor or safety coordinator.
2. Report all accidents, injuries and illnesses to their supervisor or safety coordinator immediately.

3. Anyone known to be under the influence of intoxicating liquor or drugs shall not be allowed on the job while in that condition.
4. Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well-being of the employees are prohibited.
5. Means of egress shall be kept unblocked, well lighted and unlocked during work hours.
6. In the event of fire, sound an alarm and evacuate.
7. Upon hearing fire alarm, stop work and wait for instructions from management. If directed, proceed to the nearest clear exit. Gather at the designated location.
8. Only trained workers may attempt to respond to a fire or other emergency.
9. Exit doors must comply with fire safety regulations during business hours. Deadbolt locks on exits must never be used.
10. Stairways should be kept clear of items that can be tripped over and all areas under stairways that are egress routes should not be used to store combustibles.
11. Materials and equipment will not be stored against doors or exits, fire ladders or fire extinguisher stations.
12. Aisles must be kept clear at all times.
13. Work areas should be maintained in a neat, orderly manner. Trash and refuse are to be thrown in proper waste containers.
14. All spills shall be wiped up promptly.
15. Always use the proper lifting technique. Never attempt to lift or push an object which is too heavy. You must contact your supervisor when help is needed to move a heavy object.
16. Never stack material precariously on top of lockers, file cabinets or other relatively high places.
17. When carrying material, caution should be exercised in watching for and avoiding obstructions, loose material, etc.
18. Do not stack material in an unstable manner.
19. Report exposed wiring and cords that are frayed or have deteriorated insulation so that they can be repaired promptly.
20. Never use a metal ladder where it could come in contact with energized parts of equipment, fixtures or circuit conductors.
21. Maintain sufficient access and working space around all electrical equipment to permit ready and safe operations and maintenance.
22. Do not use any portable electrical tools and equipment that are not grounded or double insulated.
23. All electrical equipment should be plugged into appropriate wall receptacles or into an extension of only one cord of similar size and capacity. Three-pronged plugs should be used to ensure continuity of ground.
24. All cords running into walk areas must be taped down or inserted through rubber protectors to preclude them from becoming tripping hazards.
25. Inspect motorized vehicles and other mechanized equipment daily or prior to use.
26. Shut off engine, set brakes and block wheels prior to loading or unloading vehicles.
27. Inspect pallets and their loads for integrity and stability before loading or moving.
28. Do not store compressed gas cylinders in areas which are exposed to heat sources, electric arcs or high temperature lines. All cylinders must be secured to prevent them from falling.
29. Do not use compressed air for cleaning off clothing unless the pressure is less than 10 psi.
30. Identify contents of pipelines prior to initiating any work that affects the integrity of the pipe.

31. Wear hearing protection in all areas identified as having high noise exposure.
32. Goggles or face shields must be worn when grinding.
33. Do not use any faulty or worn hand tools.
34. Guard floor openings by a cover, guardrail, or equivalent.
35. Do not enter into a confined space unless tests for toxic substances, explosive concentrations, and oxygen deficiency have been taken.
36. Always keep flammable or toxic chemicals in closed containers when not in use.
37. Do not eat in areas where hazardous chemicals are present.
38. Be aware of the potential hazards involving various chemicals stored or used in the workplace. All flammables should be stored in an approved flammables storage cabinet.
39. Cleaning supplies should be stored away from edible items on kitchen shelves.
40. Cleaning solvents and flammable liquids should be stored in appropriate containers.
41. Solutions that may be poisonous or not intended for consumption should be kept in well labeled containers.
42. When working with a VDT, have all pieces of furniture adjusted, positioned and arranged to minimize strain on all parts of the body.
43. Never leave lower desk or cabinet drawers open that present a tripping hazard. Use care when opening and closing drawers to avoid pinching fingers.
44. Do not open more than one upper drawer at a time; particularly the top two drawers on tall file cabinets.
45. Individual heaters at work areas should be kept clear of combustible materials such as drapes or waste from waste baskets. Newer heaters which are equipped with tip-over switches should be used.
46. Appliances such as coffee pots and microwaves should be kept in working order and inspected for signs of wear, heat or fraying of cords.
47. Fans used in work areas should be guarded. Guards must not allow fingers to be inserted through the mesh. Newer fans are equipped with proper guards.

General Office and Classrooms

It is our policy that everything possible will be done to protect employees, students and visitors from accidents. Safety is a cooperative undertaking requiring participation by every employee. Failure by any employee to comply with safety rules will be grounds for corrective discipline. Supervisors shall insist that employees observe all applicable School, State and Federal safety rules and practices and take action as is necessary to obtain compliance.

To carry out this policy, employees shall:

1. Report all unsafe conditions and equipment to their supervisor or safety coordinator.
2. Report all accidents, injuries and illnesses to their supervisor or safety coordinator immediately.
3. Means of egress shall be kept unblocked, well lighted and unlocked during work hours.
4. In the event of fire, sound an alarm and evacuate.
5. Upon hearing fire alarm, stop work and wait for instructions from management. If directed, proceed to the nearest clear exit. Gather at the designated location.
6. Only trained workers may attempt to respond to a fire or other emergency.

7. Exit doors must comply with fire safety regulations during business hours. Deadbolt locks on exits must never be used.
8. Stairways should be kept clear of items that can be tripped over and all areas under stairways that are egress routes should not be used to store combustibles.
9. Materials and equipment will not be stored against doors or exits, fire ladders or fire extinguisher stations.
10. Aisles must be kept clear at all times.
11. Work areas should be maintained in a neat, orderly manner. Trash and refuse are to be thrown in proper waste containers.
12. All spills shall be wiped up promptly.
13. Files and supplies should be stored in such a manner as to preclude damage to the supplies or injury to personnel when they are moved. Heaviest items should be closest to the floor and lightweight items stored above.
14. All cords running into walk areas must be taped down or inserted through rubber protectors to preclude them from becoming tripping hazards.
15. Never stack material precariously on top of lockers, file cabinets or other high places.
16. Never leave lower desk or cabinet drawers open that present a tripping hazard. Use care when opening and closing drawers to avoid pinching fingers.
17. Do not open more than one upper drawer at a time; particularly the top two drawers on tall file cabinets.
18. Always use the proper lifting technique. Never attempt to lift or push an object which is too heavy. You must contact your supervisor when help is needed to move a heavy object.
19. When carrying material, caution should be exercised in watching for and avoiding obstructions, loose material, etc.
20. All electrical equipment should be plugged into appropriate wall receptacles or into an extension of only one cord of similar size and capacity. Three-pronged plugs should be used to ensure continuity of ground.
21. Individual heaters at work areas should be kept clear of combustible materials such as drapes or waste from waste baskets. Newer heaters which are equipped with tip-over switches should be used.
22. Appliances such as coffee pots and microwaves should be kept in working order and inspected for signs of wear, heat or fraying of cords.
23. Fans used in work areas should be guarded. Guards must not allow fingers to be inserted through the mesh. Newer fans are equipped with proper guards.
24. Equipment such as scissors, staples, etc., should be used for their intended purposes only and should not be misused as hammers, pry bars, screwdrivers, etc. Misuse can cause damage to the equipment and possible injury to the user.
25. Cleaning supplies should be stored away from edible items on kitchen shelves.
26. Cleaning solvents and flammable liquids should be stored in appropriate containers.
27. Solutions that may be poisonous are not intended for consumption should be kept in well labeled containers.
28. Use appropriate climbing equipment such as step stools or ladders in lieu of desks, chairs and countertops.

Injury and Illness Prevention Program- COVID-19

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.

Cal/OSHA's regulations require protection for workers exposed to airborne infectious diseases such as the 2019 Novel Coronavirus Disease (COVID-19). This interim guidance provides employers and workers with information for preventing exposure to the Coronavirus (SARS-CoV-2), the virus that causes COVID-19. Employers and employees should review their own health and safety procedures as well as the recommendations and standards detailed below to ensure workers are protected.

It is the policy of Harvest Ridge Cooperative Charter School 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.

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?

- There is currently no vaccine to prevent Coronavirus Disease 2019 (COVID-19).
- 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 is 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 20 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).

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.

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. For COVID-19, the recommended distance is at least 6 feet. To help prevent the spread of respiratory disease, employees should avoid close contact with people who are sick.

- Keeping distance from others is especially important for people who are at higher risk of getting very sick.
- Increase physical space between employees, and employees and the public (e.g., drive-through service, physical barriers such as partitions).
- Use signs, tape marks, or other visual cues such as decals or colored tape on the floor, placed 6 feet apart, to indicate where to stand when physical barriers are not possible.
- Implement flexible worksites (e.g., telework).
- Increase physical space between employees at the worksite by modifying the workspace.
- Close or limit access to common areas where employees are likely to congregate and interact.
- Remember that some people without symptoms may be able to spread the virus.
- Limit any unnecessary travel with passenger(s) from one site to another in work vehicles and personal employee vehicles.
- Eliminate all non-essential and non-related services, such as entertainment activities.
- Distancing includes staying home from work when possible.
- Use videoconferencing or teleconferencing when possible for work-related meetings and gatherings.
- Cancel, adjust, or postpone large work-related meetings or gatherings that can only occur in-person in accordance with state and local regulations and guidance.
- When videoconferencing or teleconferencing is not possible, hold meetings in open, well-ventilated spaces continuing to maintain a distance of 6 feet apart and wear cloth face coverings.

If an Employee is Sick

- If an employee is sick, it is important that they try to distance themselves from others, so not spread germs.
- Actively encourage sick employees to stay home.
- Immediately send employees with acute respiratory illness symptoms home or to medical care as soon as possible.
- Ensure employees who are out sick with fever or acute respiratory symptoms do not return to work until both of the following occur:
 - At least three full days pass with no fever (without the use of fever-reducing medications) and improvement in respiratory symptoms.
 - At least seven full days pass since symptoms first appeared.
- Ensure employees who return to work following an illness promptly report any recurrence of symptoms.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC-recommended precautions.
- If an employee goes home because they are sick, the area/room/office where the person worked, the tools and equipment they used should be disinfected prior to use by others

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.

Personal Protective Equipment

All employees are required to make use of PPE's in the workplace, following current recommendations from CDPH. PPE can include face masks, face shields, and plexiglass partitions.

- 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.

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 may be provided a Self-Health Checklist to use as a 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
 - SafeSchools
 - Coronavirus Awareness
 - Coronavirus: Cleaning and Disinfecting Your Workplace
 - Coronavirus: Managing Stress and Anxiety
- Practice Social Distancing of at least 6 feet.
- Wear a face covering over your mouth and nose.
- 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 work day.*
- No 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.
- No common break/lunch areas or food sources (refrigerators, coffee makers, water dispensers etc.).
- 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.

*These instructions must not supersede the requirements under HSA and EPA guidelines for cleaning, disinfecting and sanitizing.

Compliance

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-DM26149

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/guidance-business-response.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>

COVID-19 EMPLOYEE SELF-SCREENING FORM

Employee Name:	
Date:	Time:

1. In the past 24 hours, have you experienced (please mark a check in either the “yes” or “no” column):

SYMPTOM	YES	NO
Cough		
Shortness of Breath		
Fever (100.4° F or above)		
Chills		
Fatigue		
Muscle Aches and Pains		
Sore Throat		
Headaches		
New Loss of Taste or Smell		

If you answer “yes” to any of the symptoms listed above, or your temperature is 100.4° F or higher, do not go into work. Immediately contact the school office to report off from work. Self-isolate at home and contact your primary care physician’s office for direction.

You should also:

- Isolate at home for a minimum of 7 days since symptoms first appear,
- AND**
- Have 3 days without fevers (without the use of medicine) and improvement in respiratory symptoms.

If symptoms such as shortness of breath are due to a known, non-worsening chronic condition, mark “No”.

2. Within the past 48 hours, have you:

Had close contact with an individual who tested positive for, or was diagnosed with COVID-19?

Yes No

If you answer “yes” to this questions, please contact the school office before going to work, to further discuss.