

Glendale Unified School District

IIPP - COVID-19 Supplement

July 14, 2020

Policy

This COVID-19 IIPP Supplement has been established in accordance with the Cal/OSHA [Interim General Guidelines on Protecting Workers from COVID-19](#) and the Injury & Illness Prevention Program ([Title 8 Section 3203](#)) requirements.

Under the IIPP hazard assessment requirements, it has been determined exposure to the COVID-19 virus is a widespread hazard in our community. Therefore, infection control measures as directed in the Cal/OSHA mandatory guidance have been developed and implemented.

Responsibilities

Health Services and Human Resources have the authority and responsibility for:

- Implementing the infection control measures as outlined in this supplement.
- Ensuring the outlined sanitation and disinfection efforts are conducted.
- Conducting regular inventories to ensure all needed supplies and personal protective equipment (PPE) are available.
- Making certain COVID-19 training (as outlined in the training section) is conducted and documented for all employees.
- Ensuring the District complies with the COVID-19 employee requirements in the [Families First Coronavirus Response Act](#).

Managers & Supervisors

Managers and supervisors are responsible for implementing and maintaining the infection control measures in their work areas. They are responsible for answering employee questions and setting a good example by following the guidance in this supplement.

Employees

All employees are responsible for understanding and following the infection control measures and for asking questions when direction is unclear. Employees are expected to report any unsafe conditions to their supervisor.

Employees must perform their own daily health check prior to arrival at work. [Symptom Screening Prior to Entry](#)

Temperature checks will be performed prior to entry at all sites.

Compliance

Our primary goal is to prevent the spread of COVID-19 and protect our employees. All managers, supervisors, and employees are required to strictly adhere to all the outlined infection control measures in this supplement. Our compliance measures include, but are not limited to, the following:

- Informing employees of these requirements in a readily understandable language;
- Training all employees on the infection control measures; and
- **Disciplining employees for failure to comply with the requirements in this supplement.**

Communication

The District will offer training to employees on the infection control measures in a form readily understandable by all, including verbal, visual, audiovisual, and picture-centered handouts and other resources.

Employees are encouraged to inform their managers and supervisors of any unsafe working conditions without fear of reprisal. Employees can report COVID-19 specific or any workplace hazards to Health Services or Human Resources.

Hazard Assessment & Infection Control Measures

The IIPP regulation requires the District to conduct a hazard assessment to identify, evaluate, and implement control measures whenever we are made aware of a new or previously unrecognized hazard. It has been determined that exposure to the COVID-19 virus is a widespread hazard in our community. Therefore, infection control measures as directed in the Cal/OSHA mandatory guidance have been developed and implemented.

Infection Control Measures

Administrative Controls

- Employees must perform their own daily health check prior to arrival at work. [Symptom Screening Prior to Entry](#)
- Any employee who determines they are ill is advised to stay home.
- Temperature checks will be performed prior to entry at all sites.
- If an employee becomes ill while at work, they will be taken to a room designated for quarantine purposes. They will then be instructed to go home.
 - Employees in the quarantine area will wear additional protective clothing and equipment.
- If an employee becomes ill and COVID-19 is ruled out, the employee may not return for seven (7) to ten (10) days and must be fever free without fever reducing medication such as Acetaminophen (Tylenol) or Ibuprofen (Advil) for three (3) days.
- If an employee's family member shows signs or symptoms consistent with COVID-19 and/or tests positive for COVID-19, the employee must remain at home for fourteen (14) days and must be fever free without fever reducing medications such as Acetaminophen (Tylenol) or Ibuprofen (Advil) for three (3) days. The employee may return to work when proof of release by a physician is provided to Human Resources.

- Employees are required to immediately report any diagnosis of COVID-19 for themselves or any member of their household to Michelle Green, Coordinator of Health Services.
- Employees who return to work following an illness are required to report any recurrence of symptoms to Health Services.

Physical Distancing

- Social and Physical distancing is a practice recommended by public health officials to slow down the spread of disease. It requires the intentional creation of at least six (6) feet of physical space between individuals to decrease the spread of contagious and infectious diseases.
- A distance of at least 6 feet between persons will be maintained at the workplace when possible.
- Shared workspaces (desks, offices, and cubicles) and work items (phones, computers, other work tools, and equipment) will be avoided when possible. If workspaces and work items must be shared, they will be cleaned and disinfected before and after use.
- Video or telephonic meetings are encouraged and preferred over in-person meetings when possible.

Face Covering

Employees are required to wear a face covering whenever they are in workplaces with other persons. Employees will be provided with face coverings and/or face shields. Cloth face coverings are not PPE, but combined with physical distancing of at least six feet, they may help prevent infected persons without symptoms from unknowingly spreading COVID-19.

Cleaning & Disinfection

Procedures have been established to routinely clean and disinfect commonly touched objects and surfaces such as elevator buttons, handrails, copy machines, faucets, and doorknobs. These procedures should include:

- Using disinfectants that are [EPA-approved](#) for use against the virus that causes COVID-19.
- Providing EPA-registered disposable wipes or disinfectant and cloths for employees to wipe down commonly used surfaces before use.
- Following the manufacturer's instructions for all cleaning and disinfection products (e.g., safety requirements, PPE, concentration, contact time).
- Ensuring there are adequate supplies to support cleaning and disinfection practices.

Confirmed Cases of Employee Exposure to COVID-19

If an employee is confirmed to have COVID-19 infection, the following measures will take place:

- Inform employees of their possible exposure to COVID-19 in the workplace, but maintain confidentiality as required by the Americans with Disabilities Act (ADA) and the California Department of Fair Employment and Housing.
- Temporarily close the general area where the infected employee worked until cleaning is completed.
- 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

approved for use by the EPA against coronavirus. Ideally, the deep cleaning should be performed by a professional cleaning service.

- Any person cleaning the area will be equipped with the proper PPE for COVID-19 disinfection (disposable gown, gloves, eye protection, mask, or respirator if required) in addition to PPE required for cleaning products.

Engineering Controls for Customer Service Areas

For employees who have frequent contact with the public, the following measures will be implemented that take into account the possibility that the public is a possible contamination source, including:

- Conducting even more frequent cleaning and disinfection of surfaces touched by the public such as credit card machines, touch screens, doorknobs, etc.
- Where feasible, employees who have frequent interaction with the public will be protected with engineering controls such as Plexiglas screens, tables or other physical barriers, or spatial barriers of at least six feet.
- If exposures to the general public cannot be eliminated with engineering controls, customers will be required to wear face coverings and physical distancing.
- Hand sanitizer stations will be provided, and employees will be encouraged to frequently wash their hands with soap and water for 20 seconds.
- Physical distancing will be enforced by limiting the number of customers in the space, where feasible.
- Disposable gloves will be provided to employees who handle items touched by the public.

Hazard Correction

Any reported COVID-19 related unsafe or unhealthy work conditions, practices, or procedures will be investigated and, if warranted, corrected in a timely manner.

Accident/Incident Investigations

Accident/incident investigations, for potentially work-related COVID-19 illnesses, will be conducted as required by Cal/OSHA.

Cal/OSHA's reporting requirements are outlined at <https://www.dir.ca.gov/dosh/coronavirus/Reporting-Requirements-COVID-19.html>.

Cal/OSHA's Q&A on Executive Order N-62-20 is available at <https://www.dir.ca.gov/dwc/Covid-19/FAQs.html>

Training

Training shall be made available for employees on the following topics using interactive methods that are readily understandable including verbal, visual, audiovisual, and picture-centered handouts and other resources:

- Employees will be trained in health and safety protocols following the California Department of Public Health Guidelines.
- Proper use of face coverings, including:
 - Centers for Disease Control and Los Angeles County Department of Public Health guidelines that everyone should use cloth face covers when around other persons.

- How cloth face covers can help protect persons around the user when combined with physical distancing and frequent hand washing.
- Information that cloth face covers are not protective equipment and do not protect the person wearing a cloth face cover from COVID-19.
- Instructions on washing and sanitizing hands before and after using face coverings, which should be washed after each shift.
- Physical Distancing guidelines.
- Importance of washing hands with soap and water for at least 20 seconds or use of hand sanitizers if soap and water are not readily available.
- Coughing and sneezing etiquette.
- Washing hands with soap and water for at least 20 seconds after interacting with other persons and after contacting shared surfaces or objects.
- Avoiding sharing personal items with co-workers (i.e., dishes, cups, utensils, towels).
- Providing tissues, no-touch disposal trash cans, and hand sanitizer for use by employees.
- Safely using cleaners and disinfectants, including:
 - The hazards of the cleaners and disinfectants used at the worksite.
 - Wearing PPE (such as gloves).
 - Ensuring cleaners and disinfectants are used in a manner that does not endanger employees.

Record Keeping

All COVID-19 related training records, inspections, and investigations will be maintained as outlined in our IIPP Recordkeeping section.