



## Injury and Illness Prevention Plan COVID-19

California employers are required to establish and implement an Injury Illness Prevention Program (IIPP) to protect employees from all workplace 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 does not impose new legal obligations. It 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 the Helendale School District to ensure a safe and healthy environment for employees, students and all stakeholders. Communicable and infectious diseases are minimized by providing prevention, education, identification through examination, surveillance, immunization, treatment and follow-up, isolation, and reporting.

### **What Is 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 a 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 the 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 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 the 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 methods 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 hand drying equipment.
- Use a paper towel to turn off the faucet.

Hand washing facilities will be maintained to provide adequate hand washing soap and paper towels.

Alcohol-based hand sanitizer is an ideal method for disinfecting 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 sanitizer (follow manufacturer's directions)

### **Coughing and Sneezing Etiquette**

Covering cough 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 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

learning 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 employees 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 a cloth face covering.

### **If An Employee Is Sick**

- Actively encourage sick employees to stay home.
- Immediately send employees home or to medical care, as needed, if they have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, or recent loss of taste or smell.
- Ensure employees who are out ill 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 no acute respiratory illness symptoms; and
  - At least 10 days have passed since the symptoms first appeared.

- Ensure employees that 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, or office where the person worked, the tools and equipment they used they used should be disinfected.

If an employee is confirmed to have COVID-19 infection:

- Inform employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).
- 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.
  - Any person cleaning the area should be equipped with the proper PPE for COVID-19 disinfection (disposable gown, gloves, eye protection, mask) in addition to PPE required for cleaning products.

### **Personal Protective Equipment (PPE)**

Title 8 [section 3380](#) Personal Protective Devices requires employers to conduct a hazard assessment to determine if any PPE is needed to protect employees from hazards that are present or are likely to be present in the workplace, including health hazards. Employers must select and provide employees with properly fitting and sanitary PPE that will effectively protect them against these hazards. Employers must also ensure the appropriate PPE is provided to and used by employees who use cleaners and disinfectants.

Current CDC guidelines do not recommend that the general public wear respirators or masks to protect against COVID-19. Consistent with CDC guidelines, and in light of current respirator and surgical mask shortages and their prioritization for health care workers, Cal/OSHA is not recommending respirators or masks for most workers at this time.

- Employees must follow guidelines for recommended PPE specified in chemical Safety Data Sheets (SDS) while using disinfectants and other hazardous materials.
- Employers should stress hand hygiene before and after handling all PPE

## **How To Clean and Disinfect**

- Employee should wear disposable gloves to clean and disinfect
- Additional 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. Practice routine cleaning of frequently touched surfaces.
- High touch surfaces include: tables, doorknobs, light switches, counters, handles, student desks, phones, keyboards, toilets, faucets, sinks, etc.

### Disinfecting

- Clean the area or item if it is dirty. Then use a disinfectant on the area or item.
- Recommend use of EPA- registered 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 with cleaners appropriate for use on these surfaces.

### Electronics

For electronics, such as tablets, chromebooks, keyboards, remote controls

- Follow manufacturer's instructions for cleaning and disinfecting.

- If no guidance, use alcohol-based wipes or sprays containing at least 60% alcohol. Dry surface thoroughly.

### **Cleaning and Disinfecting your building or facility if someone is sick**

Close off area(s) used by sick person.

- Open outside doors and windows to increase air circulation in the area.
  - Wait 24 hours before you clean and 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.
- 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 disinfecting
- Always wash your hands immediately after removing gloves and after contact with a sick person.

### **Safety Protocols For Employees**

- Employees should self screen prior to coming to work.
- Employees will be actively screened when coming on to the work site.
- Complete required and assigned Target Solutions upon return to work.
- Practice social distancing of at least 6 feet.
- Wear a face covering or face shield with drape
- Wash hands often for at least 20 seconds or clean your hands using hand sanitizer that is 60% alcohol based.
- Cover your cough or sneeze
- No sharing of work equipment such as desk phones, cell phones, computers, etc.
- Sanitize hands before and after using copiers and other common use office equipment.
- Use proper hand hygiene after handling mail
- Open windows or doors when possible to increase air flow.
- If you suspect a possible exposure report to your supervisor immediately and consult your healthcare provider.
- If you are sick, stay home to reduce exposure.

## **Employee Training**

Provide regular training for employees using interactive methods that are easy to understand including verbal, visual, online, handouts and other resources.

## **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](https://www.cdc.gov/niosh/emres/2019_ncov.html?deliveryName=USCDC_308-DM26149)

Centers for Disease Control and Prevention.

[http://www.cdc.gov/coronavirus/2019-ncov/community/pdf/reopening\\_America\\_Guidance.pdf](http://www.cdc.gov/coronavirus/2019-ncov/community/pdf/reopening_America_Guidance.pdf)

California Department of Public Health.

<https://covid19.ca.gov>

California Department of Industrial Relations - Cal-OSHA

<https://www.dir.ca.gov/dosh/coronavirus/General-Industry.html>

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

<https://www.osha.gov/publications/OSHA3990.pdf>