



Injury Illness Prevention Plan COVID-19 Prevention Plan

Title 8 California Code of Regulations Section 3203

Table of Contents

California Division of Occupational Safety and Health

Introduction.....	2
Employee Training.....	2
What is Coronavirus Disease 2019 (COVID-19).....	2
Coronavirus Disease (COVID-19) - How Does the Virus Spread?.....	2
Coronavirus Disease (COVID-19) - What are the Symptoms?.....	2

Injury and Illness Prevention Program (IIPP)

Essential Infection Prevention Measures - Procedures to Help Prevent the Spread.....	3
Essential Infection Prevention Measures - Personal Protective Equipment (PPE).....	6
Essential Infection Prevention Measures - Contact Tracing Resource Binder.....	6
Essential Infection Prevention Measures - How to Clean and Disinfect.....	7
Essential Infection Prevention Measures - Employee Responsibility.....	7
Essential Infection Prevention Measures - Temporary Emergency Regulations.....	8
Compliance.....	9
Resources.....	9

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KAVOD CHARTER SCHOOL

Injury and Illness Prevention Program (IIPP) - 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 the Kavod Charter School to ensure a safe and healthy environment for administration, 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

Kavod Charter will provide regular training in the general description of COVID-19, symptoms, when to inform 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 including the acknowledge receipt of Kavod's Covid-19 Injury and Illness Prevention Program addendum.

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.

Cononavirus Disease 2019 (Covod-19) - How Does the Virus Spread?

The virus that causes Covid-19 is thought to spread mainly from person to person through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths and/or noses of people who are nearby or possibly be inhaled into the lungs. Spread is more likely when people are in close contact with one another (within about 6 feet).

COVID-19 seems to be spreading easily and sustainably in the community (community spread) in many affected geographic areas. Community spread means people have been infected with the virus in an area, including some who are not sure how or where they became infected.

It may be possible that a person can get Covid-19 by touching a surface or object that has the virus on it and then touching their mouth, nose, or eyes. This is not thought to be the main way the virus spreads, but the Center for Disease Control and Prevention (CDC) is still learning more about how this virus spreads.

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.

School Employee COVID-19 Testing

School staff members are essential workers, and staff includes teachers, paraprofessionals, cafeteria, janitors, bus drivers, or any other school employee that may have contact with students or other staff. According to the California Department of Public Health, school districts and schools shall test staff periodically, as testing capacity permits and as practicable, with the recommendation being to test all staff over two months, where 25% of staff are tested every two weeks, or 50% every month to rotate testing of all staff over time.

How does it spread?

- In the United States, there is not yet an authorized or approved vaccine to prevent coronavirus disease 2019 (COVID-19). The federal government, through [Operation Warp Speed external icon](#), has been working since the pandemic started to make one or more COVID-19 vaccines available as soon as possible. Although CDC does not have a role in developing COVID-19 vaccines, CDC has been working closely with health departments and partners to develop vaccination plans for when a vaccine is available. CDC is working with partners at all levels, including healthcare associations, on flexible COVID-19 vaccination programs that can accommodate different vaccines and scenarios.
- 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, face coverings and 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 a paper towel.
 - Use a paper towel to turn off the 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., Zoom meetings).
- 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 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.

Confirmed or Suspected Covid-19 Case

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.

Confirmed COVID-19 Case The CDC recommends that persons directly exposed to an individual who has tested positive or been diagnosed with COVID-19 should self-quarantine for 14 days. (See table below)

Person Exposed	Exposure To	Recommended Precautions
<ul style="list-style-type: none">● Household member● Intimate partner● Individual providing care in a household without using recommended infection control precaution● Individual who has had close contact (less than 6 feet) for a prolonged period of time (15 minutes or more)	<ul style="list-style-type: none">● Person with symptomatic COVID-19 during the period from 48 hours before symptoms started until 72 hours after symptoms ended (without the aid of medication)	<ul style="list-style-type: none">● Stay at home until 14 days after last exposure and maintain social distance (at least 6 feet) from others at all times● Self-monitor for COVID-19 symptoms● Avoid contact with people at higher risk for severe illness

If an employee is confirmed by medical verification to have the COVID-19 infection, Kavod Charter School will inform immediate staff and students of their possible exposure to COVID-19 in the workplace, but will maintain confidentiality as required by law.

Contact Tracing Resource Binder

The purpose of the binder is to provide the Kavod Charter School a common framework to guide response to outbreaks of COVID-19 and to limit transmission to staff and students within the facility. Guidance in this binder is to identify contacts in an effort to determine where the case went during their infectious period, who they interacted with, and the degree of exposure each person had. Information about contacts can be collected directly from the case, or from school administration and Health and Human Service Agency (HHSA). The guidance is meant to provide a set of interventions for COVID-19 outbreaks that builds upon existing approaches to outbreak protocols, and available evidence on COVID-19.

The binder has been structured in that Kavod Charter School, working with the Health and Human Services Agency, will identify staff and student(s) who share a room or have had close contact with a confirmed COVID-19 positive case (e.g. taking meals together, face-to-face conversations and other close contact). All individuals who have had close contact with the case will be considered to be exposed and should be isolated for fourteen days. Fourteen days is used for asymptomatic individuals to cover the probable incubation period. The Health and Human Services Agency, working with school administration, will identify contacts of cases who test positive for COVID-19. Close contacts may include anyone receiving support from school staff, as well as staff and household/community contacts. All individuals who test positive for COVID-19 will be contacted by the Health and Human Services Agency and a detailed risk assessment will be performed to identify contacts occurring while the case was symptomatic and 48 hours prior. Health and Human Services will contact any individual deemed a close contact of the confirmed case and ask individuals deemed as close contacts to isolate and self-monitor for symptoms for fourteen days.

The guidance in this Close Contact Tracing Binder is based on the latest available scientific evidence about this disease and may change as new information becomes available.

Personal Protective Equipment

While engineering and administrative controls are considered more effective in minimizing exposure to COVID-19, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies. Examples of PPE include: gloves, goggles, face shields, face masks, and respiratory protection, when appropriate. During an outbreak of an infectious disease, such as COVID-19, recommendations for PPE specific to occupations or job tasks may change depending on the updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19.

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.

- 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.

Note: Surgical and other non-respirator face masks do not protect persons from airborne infectious disease and cannot be relied upon for novel pathogens. They do not prevent inhalation of virus particles because they do not seal to the person's face and are not tested to the filtration efficiencies of respirators.

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,....etc.

- 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 Screening Checklist (Attachment)
 - Employees will 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.

Temporary Emergency Regulations

Local educational agencies must take immediate action to ensure their policies and protocols conform with the new regulations, which supplements general and industry-specific guidance that the Division of Occupational Safety and Health (Cal/OSHA) has provided since the beginning of the COVID-19 pandemic. The standards provide limited exceptions for businesses where all employees work remotely or only one employee is employed who does not have contact with others.

Employers must prepare, implement, and maintain a written COVID-19 Prevention Program (CPP), in a form readily understandable for employees, that address the following:

- System for communicating information to employees about COVID-19 prevention procedures, testing, symptoms and illnesses, including a system for employees to report exposures without fear of retaliation.
- Identification and evaluation of hazards – screening employees for symptoms, identifying workplace conditions and practices that could result in potential exposure.
- Investigating and responding to cases in the workplace – responding immediately to potential exposures by following steps to determine who may have been exposed, providing notice within one business day about potential exposures, and offering testing to workers who may have been exposed. Testing is to be offered at no cost to employees during their working hours to all employees who had potential COVID-19 exposure in the workplace and provide them with the information on benefits described in subsections (c)(5)(B) and (c)(10)(C).
- Correcting COVID-19 hazards – including correcting unsafe conditions and work practices as well as providing effective training and instruction.
- Physical distancing – implementing procedures to ensure workers stay at least six feet apart from other people if possible.
- Face coverings – providing face coverings and ensuring they are worn.
- Adopting site-specific strategies such as changes to the workplace and work schedules and providing personal protective equipment to reduce exposure to the virus.
- Positive COVID-19 case and illness recording requirements and making the COVID-19 Prevention Plan accessible to employees and employee representatives.
- Removal of COVID-19 exposed workers and COVID-19 positive workers from the workplace with measures to protect pay and benefits.
- Criteria for employees to return to work after recovering from COVID-19.
- Requirements for testing and notifying public health departments of workplace outbreaks (three or more cases in a workplace in a 14-day period) and major outbreaks (20 or more cases within a 30-day period).
- Specific requirements for infection prevention in employer-provided housing and transportation to and from work.

CASBO is part of a coalition of public and private sector organizations that will continue to raise serious concerns on the impact of these emergency regulations.

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>

KAVOD CHARTER COVID-19 EMPLOYEE SELF-SCREENING FORM LINK

[Daily COVID-19 Screening Questions](#)

COVID-19 EMPLOYEE SELF-SCREENING FORM (SafeSchools)

Employee Name:

Date:	Time:
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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 Human Resources 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 Human Resources before going to work, to further discuss.