RESIG

BEST PRACTICES

Workplace Compliance and Reopening of Schools During the COVID-19 Pandemic

July 2020

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Instituting Your Plan:

1) Do You Have A Written Worksite Specific Plan (Included In Your IIPP)?

☐ <u>Local Public Health</u> will direct your workplace specific requirements, guided by the <u>CalOSHA CA State Public Health Checklist</u> and CDC Recommendations.

☐ The person(s) responsible for implementing the plan.

☐ A risk assessment and the measures that will be taken to prevent spread of the virus.

☐ Training and communication with employees and employee representatives on the plan.

☐ A process to check for compliance and to document and correct deficiencies.

☐ A process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts of infected employees until they are tested.

2) Implement Employee Training:

☐ Information on COVID-19 <u>Facts About COVID-19</u>

☐ Preventing the Spread

☐ Vulnerable/High Risk Individuals

☐ Self-Screening Instructions/Symptom Checks based on the CDC Guidelines.

☐ The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.

☐ When to seek medical attention.

☐ The importance of hand washing.

☐ The importance of physical distancing, both at work and off work time

☐ Face masks/covers

3) Do You Have a Plan For Individual Control Measures & Screening?

☐ Symptom screenings and/or temperature checks.

☐ Advise workers who are sick or exhibiting symptoms of COVID-19 to stay home.

☐ Encourage frequent handwashing and use of hand sanitizer.

☐ Provide disposable gloves to workers using cleaners and disinfectants if required. Consider gloves a supplement to frequent hand washing for other cleaning, tasks such as handling commonly touched items or conducting symptom screening.

☐ Face coverings as required by your local Public Health Department.

☐ Close or increase distance between tables/chairs in breakrooms or provide break areas in open space to ensure physical distancing.

☐ Communicate frequently to customers or visitors that they will be required to use face masks/covers.

4) Institute Cleaning and Disinfecting Protocols:

☐ Perform thorough cleaning in high traffic areas.

☐ Frequently disinfect commonly used surfaces and personal work areas.

☐ Clean and sanitize shared equipment between each use.

☐ Clean touchable surfaces between shifts or between users, whichever is more frequent.

☐ Equip shared spaces with proper sanitation products, including hand sanitizer and sanitizing wipes and ensure availability.

☐ Ensure that sanitary facilities always stay operational and stocked.

☐ Use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)- approved list and follow product instructions and Cal/OSHA requirements.

☐ Provide time for workers to implement cleaning practices before and after shifts and consider third-party cleaning companies.

☐ Install hands-free devices if possible.

☐ Consider upgrades to improve air filtration and ventilation.

5) Physical Distancing Guidelines:

☐ Implement measures to physically separate workers by at least six feet using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers should stand).

☐ Reconfigure office spaces, cubicles, etc. and decrease maximum capacity for conference and meeting areas.

☐ Adjust in-person meetings, if they are necessary, to ensure physical distancing.

☐ Stagger employee breaks, in compliance with wage and hour regulations, if needed.

☐ Reconfigure, restrict, or close common areas and provide alternative where physical distancing can be practiced.

☐ Limit the number of individuals riding in an elevator and ensure the use of face covers.

☐ Utilize work practices, when feasible and necessary, to limit the number of employees at the office at one time, such as telework and modified work schedules.

Should you consider opening?

Will reopening be consistent with applicable state and local orders?

Is the school ready to protect children and employees at higher risk for severe illness?

Are you able to screen students, employees and volunteers upon arrival
for symptoms and history of exposure?

Resources For Employers:

INTERIM GUIDANCE FOR EMPLOYERS

- Training Information sourced from the CDC should be provided to all employees.
- Employer Materials CalOSHA Guidance on COVID 19 California Employers
- Your County Social Distancing Protocol Sonoma County Public Health Orders
- Your County Social Distancing Protocols Marin County Public Health Orders
- Review Required Employer Posters Through Your Local Public Health Department
- CDC Available Print Materials
- Plan, Prepare and Respond to Coronavirus Disease 2019
- COVID-19 Power Point with Slides for employee training IIPP COVID Training For Employees

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GUIDANCE FOR SCHOOLS & CHILD CARE

- Guidance for Child Care, Schools, and Youth Sports
- Interim Guidance for Resuming School and Day Camps
- Plan, Prepare, and Respond to Coronavirus Disease 2019 (COVID-19)
- FAQs for Administrators, Teachers, and Parents
- SCOE Roadmap to Reopening Schools Parent Guide

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HEALTH CONSIDERATIONS AND DECISION-MAKING TOOLS FOR RE-OPENING

- Considerations for Opening Schools
- Schools decision tool
- Childcare decision tool
- Youth programs and camps decision tool

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ATHLETICS & EXTRACURRICULAR ACTIVITIES

- CDC Considerations for Youth Sports
- CIF 2020 Fall Sports and Return to Physical Activity/Training
- RESIG Release of Liability and Assumption of Risk Agreement

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BUS TRANSPORTATION

- ACOEM Guidelines
- National Association of Pupil Transportation
- California Department of Education

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ADDITIONAL RESOURCES FOR SCHOOLS

- RESIG COVID-19 Resource Page
- WeCare Resource Page
- STOPit
- Contact your Benefit Administrator for information about Employee Assistance Programs.

RESIG is committed to providing you with continued excellence in service during this ever changing and challenging time that COVID-19 has presented to us and our school community. Times are a bit different right now but rest assured RESIG staff is here to offer guidance and assist with your worksite and employee safety, health, and insurance needs during this difficult time.

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Additionally, information provided within this Guide is not intended to be a source of advice or analysis and is being provided on an "as is" basis with no guarantee of completeness, accuracy, usefulness, or timeliness. The purpose of this Guide is to assist administrators in making re-opening decisions regarding K-12 schools during the COVID-19 pandemic. It is imperative to check with state and local health officials and other partners to determine the most appropriate actions while adjusting to meet the unique needs and circumstances of our local community.