

COVID-19 Preparedness Plan for Jamestown School District

Jamestown School District is committed to providing a safe and healthy workplace for all our employees. To ensure we have as safe and healthy workplace, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. All employees are all responsible for implementing this plan and all supervisors are responsible for ensuring its implementation. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our employees. Only through this cooperative effort can we establish and maintain the safety and health of our employees and workplaces.

Employees are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and California Department of Public Health guidelines, Cal-OSHA standards related to COVID-19 and Governor Newsom's Executive Orders and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- cleaning, disinfecting, decontamination and ventilation;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to employees;
- management and supervision necessary to ensure effective implementation of the plan.

Screening and Policies for Employees Exhibiting Signs and Symptoms of COVID-19

Employees have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess employees' health status upon entering the workplace and for employees to report to their immediate supervisor when they are sick or experiencing symptoms. Health screening occurs by all employees upon entering campus. If an employee has a fever over 100.4 or greater, they are restricted from entering and remaining at the school facility and will be sent home. If an employee becomes sick during their workday, they will isolate immediately, report to their direct supervisor, and go directly home limiting contact with any person. If an employee becomes symptomatic while at home, they will remain home until symptom free or released by a doctor. In all cases, the employee must notify their supervisor immediately and restrict all contact with any person.

Jamestown School District has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Leave will comply with all labor law, bargaining unit contracts, Family Medical Leave Act (FMLA) and all other policies addressing these situations. The District will follow the current bargaining contracts in regard to employees who have underlying medical conditions or who have household members with underlying health conditions. Jamestown School District has implemented a procedure for informing workers that if they have been exposed to a person with COVID-19 at their workplace,

they are required to quarantine for the required amount of time. The district will follow all regulations in protecting the privacy of workers' health status and health information.

Handwashing

Basic infection prevention measures are being implemented at our workplaces at all times. Employees are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet. All employees, students, and visitors who enter campus will be required to wash or sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and other common area locations on campus so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

Respiratory Etiquette: Cover your cough or sneeze

Employees, students and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and signage and supported by making tissues and trash receptacles available.

Social Distancing

Social distancing of six feet will be encouraged and implemented to the best of our ability while on campus and in workspaces. Signage, markings and instructions regarding social distancing for employees, students and visitors will be posted as a reminder. Physical workspaces will be reconfigured as necessary to comply with social distancing guidelines. Face shields and/or face masks will be supplied to those employees that must be in closer contact to complete their assigned duties. Non-staff members or students will have limited access on campus and will be asked and encouraged to remain in vehicles when dropping off or picking up students and will use a call-in system to request to check out a student. An employee will escort the child to the vehicle. Only one visitor at a time will be allowed in the school office or district office and marked areas will be designated along the entrance to identify six feet distance. All large mass gatherings on campus will not be allowed (e.g. assemblies, Flag Friday, whole multi-grade level recesses, lunch in cafeteria, concerts, Family Fun Nights, sporting events, etc.) until health and safety guidelines permit it.

Personal protective equipment will be provided to all employees upon returning to campus for the new school year and will be instructed not to share with any other person. Personal items such as phones, pens, computer equipment, desks, workstations, or other personal work tools and equipment will not be shared and, if used by more than one person, cleaned and disinfected between users.

Multi passenger vehicles will adhere to social distancing guidelines and will only be used for mandatory transportation. Disinfecting procedures will be used daily upon entry of the vehicle and exiting of the vehicle.

Jamestown School District has a dedicated phoneline for all parent, visitor questions or concerns and it is checked daily. The appropriate staff member or administrator will be notified in order to address employee, visitor and customer questions and concerns.

Regular housekeeping practices are being implemented, including daily routine cleaning and disinfecting of classrooms, common areas, restrooms work surfaces, offices, equipment, tools and machinery. Cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, railings, copy machines. A cleaning schedule conducted by custodial staff will be implemented and posted. Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications and are being used with required personal protective equipment for the product.

Communications and Training

This COVID-19 Preparedness Plan was developed in consultation with the site leadership team, management, bargaining units, School Site Council and the Governing Board. The plan will be communicated through an all staff email, included in hiring packets, and will be included in the policies required on the annual notification acknowledgment form for all employees on at the beginning of each school year. A review of the plan and any necessary training will be provided. Additional communication and training will be ongoing and provided to all workers who did not receive the initial training. Instructions will be communicated to parents and visitors about: how drop-off and pick-up will be conducted to ensure social distancing and required hygiene practices. Visitors will also be advised not to enter campus, if they are experiencing symptoms or have contracted COVID-19. Signage will be posted at the entrances to campus. Administration and management will monitor how effective the plan is being implemented by meeting once a month to review.

This COVID-19 Preparedness Plan is pending approval by the Jamestown School District Governing Board on *June 24, 2020* and after approval will be posted throughout the facility on *July 1, 2020*. The plan will be added to our District Comprehensive Safety Plan and will be updated as necessary.

Jamestown School District Governing Board Approved June 24, 2020