

**Jamestown School District**  
**Injury and Illness Prevention Program COVID-19 Addendum**

**Employee Training**

Provide regular training for employees on the following topics using interactive methods that are easy to understand including verbal, visual, audiovisual and picture-centered handouts and other resources:

- What is COVID-19 and how is it spread
- Signs and symptoms of COVID-19
- When to seek medical attention if not feeling well
- Prevention of the spread of COVID-19 if you are sick
- Physical distancing guidelines
- Importance of washing hands with soap and water for at least 20 seconds or use of hand sanitizer if soap and water are not readily available.
  - Hand washing should occur before and after using the toilet, eating, coming and going to work, after interactions with others, after contacting shared surfaces or tools, before and after wearing masks or gloves, and after blowing nose or sneezing.
- Methods to avoid touching eyes, nose and mouth
- Coughing and sneezing etiquette
- Safely using cleansers and disinfectants
  - Reading labels, wearing proper personal protective equipment (PPE), hazard review and steps to minimize harm to employees using those products.

**Procedures to Help Prevent the Spread 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 either before or immediately upon entering campus. The daily intake log of the employee's health and whether the employee has been exposed to anyone with a positive diagnosis of COVID will be recorded and kept confidential. 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.
- If an employee is not feeling well and is exhibiting symptoms that may be attributed to COVID-19, such as acute respiratory symptoms or a fever, Jamestown School District will do the following:

- Provide resources including how to seek medical care information
  - Implement 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. Employees who have taken leave due to COVID-19, will require a doctor's note attesting that the employee may return to work and is symptom free. The district will follow all regulations in protecting the privacy of workers' health status and health information.
- If informed that an employee tests positive for COVID-19, the company will provide notice to health officials in the county/city in which they are working to thus provide company with further guidance. Information includes but is not limited to:
- The employee's work location, work hours, general and specific work duties, if the employee has traveled to multiple worksites recently with timing, and the last day the employee was at work. Identify who has been in contact with the employee. The employee's name will not be disclosed unless asked to by the health officials.
- Jamestown School District will establish a routine schedule to clean and disinfect common surfaces and objects in the workplace. This includes but is not limited to:
- Tools, machinery, containers, counters, tables, chairs, benches, door handles, knobs, doorbells, drinking fountains, refrigerators, vending machines, portable restroom and bathroom surfaces, automobiles – inside and out, and trash cans.
- The process of disinfecting includes providing disinfecting products, any PPE required for their safe use along with review of manufacturer instructions for proper use.

## **Procedures to Increase Physical 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.

Employees will be asked to practice social distancing and will be implemented to the best of our ability while on campus and in workspaces and outdoors including, but not limited to the following:

- When working in staff lounges, workrooms, offices, classrooms, hallways and corridors, and other outdoor areas
- Before starting the work shift
- After the work shift
- Coming and going from vehicles
- Entering, working and exiting physical buildings or other structures
- During breaks and lunch periods
- When other work activities including using various tools

## **Good Sanitation Practices**

- Check restroom facilities frequently and make sure they are clean and sanitary
- Assign an employee to check restrooms, open doors, re-stock toilet paper, clean and sanitize as necessary
- Make sure handwashing areas have plenty of soap, paper towels and that someone is cleaning and sanitizing
- Make sure handwashing supplies are re-stocked regularly
- Assign an employee to serve drinking water and provide appropriate PPE including but not limited to gloves and N95 respirators
- Sanitize water receptacle and spigot frequently

## **Limit Non-Essential Visits and Travel**

- Limit access on campus for all non-staff members or students who 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.
- Approved visitors must follow health and safety requirements such as masking and social distancing and screened upon entering campus. Employees should maintain social distancing from visitors.
- Limit any unnecessary travel from one field to another in vehicles, this includes personal employee vehicles and company provided vehicles, with multiple passengers.
- Eliminate all non-essential and non-related services, such as entertainment activities.

## **Work Related Injuries and Illnesses**

- All accidents and injuries must be reported to the supervisor at the time of occurrence.
- Non COVID-19 work related injury or illness will follow the standard protocols, including completion of the injury accident report and calling the company nurse. The company nurse will help the employee access appropriate medical treatment. The report will be sent to both the district office and Tuolumne JPA.

*Approved June 24, 2020*