



UNIVERSITY PREPARATION CHARTER SCHOOL AT CSU CHANNEL ISLANDS

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Injury and Illness Prevention Program (IIPP) Addendum for Outbreaks of Infectious Disease (COVID-19)

Occasionally outbreaks of infectious disease can impact University Preparation Charter School at CSU Channel Islands and larger community. In the recent past we have seen outbreaks of H1N1, Swine Flu, Norovirus, Methicillin Resistant Staphylococcus Aureus (MRSA) and Tuberculosis. The following information is designed to protect employees

1. Scope:

- a. This addendum modifies the IIPP dated July 31, 2020.
- b. These safe practices and training are to be implemented during a declared outbreak, epidemic, or pandemic of infectious disease for which public health officials have issued guidelines and recommendations.
- c. These safe practices and training can help keep staff healthy during an outbreak including during cold and flu season.

2. Definitions:

- a. Outbreak. A sudden increase in occurrences of a disease in a particular time and place
- b. Protective wear includes face coverings and equipment typically considered personal protective equipment

3. Safe Practices

- a. Full consideration should be given to remote, versus in person, meetings to prevent the spread of the disease.
- b. Communicate with staff to stay home if they are sick.
- c. Use of face coverings for staff and students to prevent the spread of germs, in public areas of the school
- d. Practice social distancing to limit the contact between people. Recommended distance is at least 6 feet between people.
- e. Encourage staff to frequently wash (for 20 seconds) or sanitize hands:
 - 1) When staff arrive at the school site and before they leave the school site
 - 2) Before and after handling food or eating
 - 3) After working in student's play or athletic areas.
 - 4) Before and after giving medicine to a child.

- 5) After handling wastebaskets or garbage
- 6) **Note:** Hand sanitizers are less effective than handwashing with soap and water in preventing the spread of disease
- 7) School Nutrition Services must be permitted to wash their hands every 30 minutes and additionally as needed.
- f. Avoid sharing of personal items
- g. Avoid shared workspaces
- h. Avoid all non-essential travel
- i. Practice Good Sanitation
 - 1) Check restroom facilities frequently and make sure they are clean and sanitary:
 - a) Assign an employee to check restrooms, clean and sanitize as necessary
 - b) Make sure restrooms areas are well stocked, have plenty of soap, paper towels and toilet paper
 - c) Sanitize water receptacle and spigot frequently
- j. Staff and students should practice cough and sneeze etiquette
- k. Staff and students should avoid touching eyes, nose, and mouth.
- l. Communicate with parents and guardians that students should stay at home if they are sick,
 - 1) During an outbreak, students should stay home if they have been in contact with someone who has tested positive for the declared outbreak, or if someone in the household has symptoms (cough, fever, shortness of breath).
- m. Encourage students to wash or sanitize hands when entering and leaving the classroom.
- n. When a student becomes sick at school:
 - 1) The student should be sent to the office
 - 2) Office staff should contact parents and guardians immediately
 - 3) Sick students should be placed in an isolation room, separated from others
 - a) Provide face coverings for coughing students to use; face coverings worn by sick persons help prevent the spread of germs to others
 - b) In the absence of face coverings, provide facial tissue to control coughs and sneezes.
 - 4) Office should be cleaned after student is isolated.
- o. Staff in close contact with sick students should wear proper protective wear.
 - 1) Face coverings

- 2) Gloves
 - 3) Eye protection, face shield,
 - 4) N 95 filtering face piece mask, for voluntary use
4. Cleaning
- a. The University Preparation Charter School at CSU Channel Islands will establish a routine schedule to clean and disinfect common surfaces and objects in the workplace.
 - 1) 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.
 - b. The process of disinfecting includes providing disinfecting products, any protective wear required for their safe use along with review of manufacturer instructions for proper use.
 - c. Staff should use cleaners and disinfectants according to the manufacturer's instructions
 - d. Should an employee be identified as being infected, temporarily close the general area where the infected employee works until cleaning is completed.
 - e. See also Recommendations and Requirements for Cleaning and Disinfecting during an Outbreak of Infections Disease
5. Staff Communications
- a. If a staff member is exposed to an infectious disease, they should:
 - 1) Call in sick, notifying their supervisor/HR
 - 2) Self-quarantine at home
 - 3) Discuss possible exposure to co-workers
 - b. When a staff member becomes sick at school:
 - 1) Staff member should be sent home immediately
 - 2) Staff member should monitor their health
 - 3) Call in sick as necessary.
 - c. Employees that return to work following an illness promptly report any recurrence of symptoms
 - d. University Preparation Charter School at CSU Channel Islands will inform other employees of any confirmed exposure to COVID-19 in the workplace; maintaining confidentiality as required.

6. Training

- a. Information regarding the specific outbreak disease should be provided to staff. including
 - 1) Symptoms of COVID-19 recognized by the CDC
 - a) Frequent Cough
 - b) Fever
 - c) Difficulty breathing
 - d) Chills
 - e) Muscle pain, headache
 - f) Sore throat
 - g) Recent loss of taste or smell
- b. How the disease is spread
- c. How to prevent the spread of the disease including face coverings
- d. The importance of frequent handwashing with soap and water (or using hand sanitizer where soap and water are not available)
- e. Social distancing
 - 1) Limiting close contact with others as much as possible and maintaining more than six feet of separation
 - 2) Cough and sneeze etiquette
- f. The importance of staying home if they have symptoms of the specific disease (COVID-19) frequent cough, sneezing, fever, or difficulty breathing.
- g. The University Preparation Charter School at CSU Channel Islands's plan and procedures to follow when students become sick at the school site
- h. The University Preparation Charter School at CSU Channel Islands's social distancing protocol.
- i. Safely using cleaners and disinfectants on surfaces and objects
 - 1) See also Hazard Communication training
 - 2) See also Healthy Schools Act training
 - 3) See also Recommendations and Requirements for Cleaning and Disinfecting
- j. Proper use of protective wear including face coverings

7. References

- a. Title 8, section 3203, Injury and Illness Prevention Program
- b. Title 8, section 3382, Eye and Face Protection

- c. Title 8, section 5141, Control of Harmful Exposure to Employees
- d. Title 8, Section 5144, Appendix D, Information for Employees Using Respirators when not Required by the Standard
- e. Title 8, section 5194, Hazard Communication
- f. Title 8, section 5199, Aerosol Transmissible Diseases