

# 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 from person to person and on surfaces and high touch areas
- Signs and symptoms of COVID-19
- When to seek medical attention if not feeling well or experiencing symptoms of COVID-19
- Prevention of the spread of COVID-19 if you are sick or have had exposure to any individual who tests positive
- 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. Particularly after touching surfaces and before washing or using hand sanitizer.
- 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

- (Consider language about taking employees' temperatures on a daily basis, maintaining those daily logs confidential and if an employee has a fever of 100.4 degrees Fahrenheit or greater, the employee will be sent home.)

Enter Language Here

- (Consider language about doing a daily intake of employees' health - if they have a cough, fever, shortness of breath or have been exposed to anyone with a positive diagnosis. Example CDC self-health checker.)

Enter Language Here

- If an employee is not feeling well and is exhibiting symptoms that may be attributed to COVID-19, such as acute respiratory symptoms, persistent cough, chills or a fever, \_\_\_\_\_ will do the following:

District

- Provide resources including how to seek medical care information. (Consider language related to sending an employee home if there are exhibited symptoms, how long the employee may be off work, and how the employee may be compensated for the time off.)

Enter Medical Care Options Here

- (Consider language about required documents and/or other medical information necessary for the employee to return to work following a COVID-19 related leave.

Enter Language Here

- If informed that an employee tests positive for COVID-19, \_\_\_\_\_ will provide notice to health officials in the county/city in which they are working to thus provide \_\_\_\_\_ 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 for by the health officials.
  - All employees are obligated to report immediately if they know or learn that they have been directly exposed to anyone that has tested positive for COVID-19.
- **Consider if the following language is appropriate for your district:**
  - Employees who are out with fever or acute respiratory symptoms are prohibited from reporting to work until both of the following occur:
    1. They are free of all symptoms for at least 72 hours, without the use of fever reducing or other symptom altering medicines. (e.g. cough suppressants, Tylenol, or other prescribed or over the counter remedies.)
    2. At least 10 days have passed since the symptoms first appeared.

## **Injury and Illness Prevention Program COVID-19 Addendum Continued**

- \_\_\_\_\_ will establish routine schedule to clean and disinfect common surfaces and objects in the workplace.  
**District**
- This includes but is not limited to:
  - Tools, machinery, containers, desktops, counters, tables, chairs, benches, door handles, knobs, doorbells, drinking fountains, appliances such as coffee pot or microwave, 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 or protocols for proper use.

### **Procedures to Increase Physical Distancing and Consistently Enforce Physical Distancing Protocols**

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 distancing outdoors including, but not limited to the following:

- When working within indoor or outdoor areas, regardless of whether face coverings are worn
- Coming and going from vehicles
- Riding in the same vehicle for more than 15 cumulative minutes at a time (exception only for individuals who live in the same household)
- Entering, working and exiting physical buildings or other structures, including aisles, walkways, corridors
- During breaks and lunch periods
- When other work activities including using various tools and shared equipment

When using a shared restroom

## **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 and have running water
- ❑ Assign an employee to oversee appropriate PPE including but not limited to gloves and facial coverings.
- ❑ Sanitize frequently

## **Face Coverings in All Workspaces and Facilities**

Face coverings are an effective method that can help stop or slow the spread of infectious disease by limiting the contact between people.

- ❑ Face coverings are worn by employees over the nose and mouth when indoors, when outdoors and less than six feet away from another person, and where required by orders from the CDPH or local health department.
- ❑ Face coverings are clean and undamaged
- ❑ Face covering exemptions are limited to individuals with documented disabilities or medical conditions
- ❑ Employees exempted from wearing face coverings due to a medical condition, mental health condition, or disability shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it.
- ❑ Face covering exemptions are permitted when the nature of the work precludes it (such as need for lip reading), and in such situations, physical distancing will be practiced at all times.

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

- ❑ Transition into on-line meetings.
- ❑ Limit unnecessary travel, this includes personal employee vehicles and district provided vehicles, with multiple passengers.
- ❑ When travelling in a vehicle for business, wear face coverings at all times and keep the windows down to the extent possible in the weather conditions
- ❑ Discourage or eliminate all non-essential and non-related services, such as entertainment activities
- ❑ Strongly discourage non-essential leisure travel, particularly out of state and/or out of the U.S..

## **Work Related Injuries and Illnesses**

If an employee feels he/she has contracted COVID at work, the employee should report it to their supervisor and Company Nurse, who will triage for appropriate care including referral for treatment. Company Nurse phone number (877) 778-2576.

### Retaliation or Threats of Reprisal for Reporting Safety Violations or Raising Questions or Concerns

The District has policies protecting employees from discrimination, harassment, and retaliation, as mandated under federal and state laws. Please see the District Policies outlined below for further information. These policies continue to apply during the COVID-19 pandemic. Under these laws, employers are prohibited from discriminating and/or retaliating in any way against employees who have been potentially exposed to or diagnosed with COVID-19.

Policies against COVID-19 related harassment and discrimination are as follows: