

# **FOREST RANCH CHARTER SCHOOL**

## **INJURY ILLNESS PREVENTION PROGRAM**

### **COVID-19 ADDENDUM**

California employers are required to establish and implement an Injury and Illness Prevention Program (IIPP) to protect employees from all worksite hazards, including infectious diseases.

It is the policy of Forest Ranch Charter School to ensure a safe and healthy environment for employees, students, volunteers, and visitors. Communicable and infectious diseases are minimized by providing prevention, education, identification through examination, surveillance, immunization, treatment and follow-up, isolation, and reporting.

This addendum to Forest Ranch Charter School's Injury and Illness Prevention Program is a framework applicable during the current (COVID-19) public health emergency. The protocols that are outlined in this document are a phased approach and will be modified based on the ongoing and updated guidance from the CDC, state and local public health agencies, and organizational operations.

Cal/OSHA's regulations require protection for workers exposed to airborne infectious diseases such as the 2019 novel coronavirus disease (COVID-19). This interim guidance provides employers and workers with information for preventing exposure to the coronavirus (SARS-CoV-2), the virus that causes COVID-19. Employers and employees should review their own health and safety procedures as well as the recommendations and standards detailed below to ensure workers are protected.

Cal/OSHA recommends employers not covered by the ATD standard follow recommendations from the Centers for Disease Control and Prevention (CDC). The CDC guidelines contain recommendations for creating an infectious disease outbreak response plan to be followed in the event of an outbreak.

#### **What is COVID-19?**

On February 11, 2020, the World Health Organization announced an official name for the disease that is causing the 2019 novel coronavirus outbreak, first identified in Wuhan China. The new name of this disease is Coronavirus disease 2019, abbreviated as COVID-19. In COVID-19, 'CO' stands for 'corona,' 'VI' for 'virus,' and 'D' for disease. Formerly, this disease was referred to as "2019 novel coronavirus" or "2019-nCoV". There are many types of human coronaviruses including some that commonly cause mild upper-respiratory tract illnesses. COVID-19 is a new disease, caused by a new coronavirus that has not previously been seen in humans.

## **Definitions**

**“COVID-19”** - Means coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).

**“COVID-19 Case”** - Means a person who:

1. Has a positive COVID-19 test;
2. Has a positive COVID-19 diagnosis from a licensed health care provider;
3. Is subject to a COVID-19-related order to isolate issued by a local or state health official; or
4. Has died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a county.

**“Close Contact”** - Means being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the “high risk exposure period”. This definition applies regardless of the use of face coverings.

**“COVID-19 Hazard”** - Means exposure to potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, talking or vocalizing, coughing, sneezing, or procedures performed on persons which may aerosolize saliva or respiratory tract fluids, among other things. This also includes objects or surfaces that may be contaminated with SARS-CoV-2.

**“COVID-19 Symptoms”** – Means fever of 100.4 degrees Fahrenheit or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, unless a licensed health care professional determines the person’s symptoms were caused by a known condition other than COVID-19.

**“COVID-19 Test”** – Means a viral test for SARS-CoV-2 that is:

1. Cleared, approved, or authorized, including in an Emergency Use Authorization (EUA), by the United States Food and Drug Administration (FDA) to detect current infection with the SARS-CoV-2 virus (e.g., a viral test);
2. Administered in accordance with the FDA approval or the FDA Emergency Use Authorization, as applicable, and
3. Not both self-administered and self-read unless observed by the employer or an authorized telehealth proctor. Examples of tests that satisfy this requirement include tests with specimens that are processed by a laboratory (including home or on-site collected specimens which are processed either individually or as pooled specimens), proctored over-the-counter tests, point of care tests, and tests where specimen collection and processing is either done or observed by an employer.

**“Exposed group”** - Means any work location, working area, or common area at work

used or accessed by a COVID-19 case during the high-risk exposure period, including restrooms, walkways, hallways, aisles, break or eating areas, waiting areas, and exit/entry points. The exposed group does not include:

1. For the purpose of determining the exposed group, a place where persons momentarily pass through while everyone is wearing face coverings, without congregating, is not a work location, working area, or a common area at work.
2. If the COVID-19 case was part of a distinct group of employees who are not present at the workplace at the same time as other employees, for instance a work crew or shift that does not overlap with another work crew or shift, only employees within that distinct group are part of the exposed group.
3. If the COVID-19 case visited a work location, working area, or a common area at work for less than 15 minutes during the high-risk exposure period, and the COVID-19 case was wearing a face covering during the entire visit, other people at the work location, working area, or common area are not part of the exposed group

**“Face Covering”** - Means a surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers (i.e., fabrics that do not let light pass through when held up to a light source) that completely covers the nose and mouth and is secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they shall have two layers of fabric or be folded to make two layers. A face covering is a solid piece of material without slits, visible holes, or punctures, and must fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric.

**“High-Risk Exposure Period”** - Means the following time period:

1. For persons who develop COVID-19 symptoms: from two days before they first develop symptoms until 10 days after symptoms first appeared, AND 24 hours have passed with no fever without the use of fever-reducing medications, AND symptoms have improved; or
2. For persons who test positive who never develop COVID-19 symptoms: from two days before until ten days after the specimen for their positive COVID-19 test was collected.

### **Communication**

Communication between employees and Forest Ranch Charter School on matters relating to COVID-19 mitigation and response is an important aspect to ensure employee safety while in the workplace.

1. All employees and their authorized employee representatives are encouraged to report COVID-19 hazards, mitigation practices, or possible COVID-19 exposure

in the workplace to their supervisors or administrators.

2. Administrators and supervisors who, after assessing the report, determine that additional guidance or assistance is required shall contact the Executive Director for an appropriate response.
3. Any Forest Ranch Charter School employees with medical or other conditions that put them at increased risk of severe COVID-19 illness may contact the Executive Director to discuss accommodations.

### **How does it spread?**

- The virus is thought to spread mainly from person-to-person.
- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- COVID-19 may be spread by people who are not showing symptoms.
- It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes. This is not thought to be the main way the virus spreads, but the Center for Disease Control and Prevention (CDC) is still learning more about how this virus spreads.

### **Essential Infection Prevention Measures/Guidelines:**

**To the extent possible, Forest Ranch Charter School will implement the following guidelines to mitigate employee exposure to the coronavirus disease (COVID-19) in the workplace.**

1. Encouraging sick employees to stay home.
2. If identified at work and upon notification to a supervisor or administrator that an employee is showing symptoms related to COVID-19, send the employee home or to medical care, as needed.
3. To the extent supplies are in stock and readily available for distribution, employees will have access to appropriate hygiene products in the workplace (handwashing facilities, hand sanitizer, face mask, and face shields). Hand sanitizer is available for all employees, and dispensing stations have been added in high traffic areas. Use of hand sanitizers with methyl alcohol is prohibited.
4. Clean and undamaged face coverings/face masks are available for staff, or staff can provide their own as long as they cover both their nose and mouth. Employees should contact their supervisor to request face coverings and/or additional supplies. No employee will be prevented from wearing a face

covering if they wish, so long as it does not pose a safety hazard.

5. Cloth face coverings are not Personal Protective Equipment (PPE) or respiratory protective equipment, but when combined with physical distancing of at least 6 feet and hand hygiene, they may help prevent infected persons without symptoms from unknowingly spreading COVID-19, as particles containing the virus can travel more than 6 feet, especially indoors.
6. In circumstances where face coverings may be required due to public health directives, accommodations will be made for employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis. Employees who have a medical condition or disability can request an accommodation by contacting the Executive Director.
7. Providing information to encourage physical distancing:
  - a) Using other methods of minimizing exposure between employees, and between employees and the public.
  - b) Postponing or canceling large work-related meetings or events.
  - c) Encourage virtual and/or telephonic meetings.
8. Performing routine cleaning of shared workplace equipment and furniture.
9. Disinfecting frequently touched surfaces.
10. Maximizing to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:
  - a) Regularly inspecting and performing maintenance as needed on mechanical ventilation systems to ensure that each unit's filtration capacity is operating at its highest possible level, as specified by the manufacturer.
  - b) Allowing windows and doors to remain open to increase outside airflow, when weather and air quality conditions are permitting.
11. Forest Ranch Charter School has established a Visitor Screening Protocol at each worksite that requires all visitors to report through a single-point-of-entry and attest that they are symptom free by answering a questionnaire.
12. Critical to ongoing implementation and timely updates to the plan, employees are encouraged to communicate with their supervisor regarding any safety concerns or changes needed to existing COVID-19 prevention controls as found here or in the Forest Ranch Charter School COVID-19 Health and Safety Plan

## **Employee Training**

Provide regular training for employees on the following topics using interactive methods that are easy to understand including verbal, visual, web based-online, audiovisual and picture-centered handouts, policies, procedures, and/or other resources to protect employees from COVID-19 hazards.

1. Information regarding COVID-19-related benefits to which employees may be entitled under applicable federal, state, or local laws.
2. What is COVID-19 and how is it spread.
3. The fact that:
  - a) COVID-19 is an infectious disease that can be spread through the air.
  - b) COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - c) An infectious person may have no symptoms.
4. Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
5. The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
6. The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility and that hand sanitizer does not work, if the hands are soiled.
7. Proper use of face coverings and the fact that face coverings are not respiratory protective equipment. Face coverings are intended to primarily protect other individuals from the wearer of the face covering.
8. COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
9. When to seek medical attention, if not feeling well.
10. Prevention of the spread of COVID-19, if you are sick.
11. Providing information and training on cough and sneeze etiquette, hand hygiene, and avoiding touching eyes, nose, and mouth with unwashed hands.
12. The training may consist of reviewing written documentation, online video training and/or acknowledge receipt of Forest Ranch Charter School's COVID-19 Injury and Illness Prevention Program addendum.

## **Hand Hygiene**

Hand hygiene procedures include the use of alcohol-based hand rubs and hand washing with soap and water. Washing hands with soap and water is the best way to get rid of germs in most situations, and it's one of the most effective ways to prevent the spread of germs. If soap and water are not readily available, use an alcohol-based hand sanitizer (containing 60-95% alcohol).

- Hand washing with Soap and Water:
- Wet hands first with water (avoid using hot water)
- Apply soap to hands
- Rub hands vigorously for at least 20 seconds, covering all surfaces of hands and fingers.
- Rinse hands with water and dry thoroughly with paper towel
- Use paper towel to turn off water faucet

Alcohol-based hand rub is an ideal method for decontaminating hands, except when hands are visibly soiled (e.g., dirt, blood, body fluids), and may not remove harmful chemicals from hands like pesticides and heavy metals, in which case soap and water should be used. Hand hygiene stations should be strategically placed to ensure easy access.

Using Alcohol-based Hand Rub (follow manufacturer's directions):

- Dispense the recommended volume of product
- Apply product to the palm of one hand
- Rub hands together, covering all surfaces of hands and fingers until they are dry (no rinsing is required), this should take around 20 seconds

Handwashing facilities will be maintained to provide adequate supply of hand washing soap and paper towels.

## **Employee Responsibility**

During this COVID-19 public health emergency, employees have a collective responsibility to ensure the protection of all people in the workplace by staying abreast of current public health guidelines to mitigate exposure to the coronavirus disease (COVID-19).

1. Employees are expected to complete a daily self-screening at the beginning of their workday.
2. Employees should stay home if they are sick, follow public health agency guidelines, and contact their supervisor without fear of reprisal.
3. Employees who are out ill with fever or acute respiratory symptoms that affect normal breathing who have not been tested for the COVID-19 virus or who have tested negative for COVID-19, should consult with their physician before physically returning to work.
4. Employees who test positive for COVID-19 or have been in close contact with someone who tested positive need to contact the Executive Director

- as soon as possible.
5. Employees suspected of being exposed to COVID-19 should consider getting tested for COVID-19.
  6. Employees who return to work following an illness should promptly report any recurrence of symptoms on their daily self-screening.
  7. Employees should practice physical distancing by using video or telephonic meetings when practicable and maintaining a distance of at least 6 feet between persons at the workplace, when possible.
  8. Employees should avoid shared workspaces (desks, offices, and cubicles) and work items (phones, computers, other work tools, and equipment) when possible. If employees must share workspaces, clean and disinfect shared workspaces and work items before and after use.
  9. Employees should wash hands with soap and water for at least 20 seconds after interacting with other persons and after contacting shared surfaces or objects. Employees may also use hand sanitizer if they do not have immediate access to a sink or hand washing facility, however, hand sanitizer is not effective if the hands are soiled.
  10. Employees are not to share personal items with coworkers (i.e., dishes, cups, utensils).
  11. Employees should notify their supervisor if any washing facilities do not have an adequate supply of suitable cleansing agents, water and single-use towels or blowers.
  12. Employees should not bring cleaning products and/or disinfectants into the workplace.
  13. Employees should cover coughs and sneezes and avoid touching eyes, nose, and mouth with unwashed hands.

### **Identification of High Traffic – High Touch Common Surfaces/Areas**

Forest Ranch Charter School recognizes that cleaning and disinfecting is needed in high traffic – high touch common surfaces/areas in the workplace, to limit the spread of the COVID- 19 virus, to the extent possible.

1. Forest Ranch Charter School will assign personnel and establish routine schedules to clean and disinfect common surfaces and objects in the workplace. This includes, but is not limited to, classroom technology devices, containers, counters, tables, desks, chairs, benches, door handles, knobs, drinking fountains, refrigerators, vending machines, portable restroom and bathroom surfaces, and trash cans.
2. The process of disinfecting includes providing disinfecting products that are EPA approved for use against the virus that causes COVID-19 and following the manufacturer's instructions for all cleaning and disinfection products (e.g., safety requirements, PPE, concentration).
3. Disinfectant and disposable towels are available to any employee who chooses to use them in between established cleaning/disinfecting schedules. The disinfectant does not require PPE to use. Directions for use and replenishing supplies will be provided to staff when the disinfectant is requested.



### **Cleaning and Disinfecting – Confirmed COVID-19 Case**

Temporarily close the general area where the infected employee worked until cleaning is completed, if feasible.

1. If possible, open outside doors and windows and use ventilating fans to increase air circulation in the area.
2. If possible, wait 24 hours (or as long as practical) before cleaning and disinfecting the area.
3. Clean and disinfect the entire general area where the infected employee worked and may have been for longer than 15 minutes, including breakrooms and restrooms, with a cleaning agent approved for use by the EPA against COVID-19.
4. Custodial staff cleaning the area should be equipped with the proper personal protective equipment (PPE) for COVID-19 disinfection depending on both the duration of time the infected person was in the area and the last date the infected person was in the area (PPE may include disposable gown, gloves, eye protection, and/or mask).

### **Forest Ranch Charter School's Response to COVID-19 Cases**

**In December of 2020, the Governor issued Executive Order N-84-20, which states that the recommended isolation and quarantine periods in the Cal/OSHA Emergency Temporary Standards will be overridden by any applicable isolation or quarantine recommendation by the California Department of Public Health or, if applicable, the local health department with jurisdiction over the workplace, if the periods in the ETS are longer than those recommended by the CDPH or local health department. If the CDPH and local health department isolation and quarantine recommendations differ, the required exclusion period under the ETS is the longer of the two. As such, any quarantine and isolation periods required under this addendum shall correspond with the current CDPH recommendation or that of the local health department, if any.**

**Confirmed or Suspected COVID-19 Case** – Forest Ranch Charter School will consult with the CDC, state health care agencies, and/or the Butte County Department of Public Health to ensure mitigation practices and response protocols are aligned with current expectations as information about the COVID-19 virus continues to be examined and understood.

**Investigating and Responding to COVID-19 Cases** - As soon as Forest Ranch Charter School is notified of a COVID-19 case, an investigation will be conducted to obtain specific information regarding the case to determine if there were any potential exposures in the workplace. In the event of any potential COVID-19 exposures, notifications containing no personally identifying information of the COVID-19 case will be given **within 24 hours** to the following individuals:

- a) All employees who may have had COVID-19 exposure and their

- authorized representatives.
- b) Independent contractors and other employees present at the workplace during the high-risk exposure period.

### **Testing**

Forest Ranch Charter School offers COVID-19 testing at no cost to all employees who had potential COVID-19 exposure in the workplace, which can be conducted during normal working hours.

### **Exclusion of COVID-19 Cases**

In the event of a COVID-19 case in the workplace, the Forest Ranch Charter School will limit transmission by:

1. Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements, which are outlined in this Addendum, have been met.
2. Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever it has been demonstrated that the COVID-19 exposure is work-related. Affected employees will remain in a fully paid status and will be notified of potential sources of leave, in accordance with the Employee Handbook.

### **Exclusion Requirements for Employees Who Test Positive for COVID-19 (Isolation)**

These requirements apply to all employees, regardless of vaccination status, previous infection, or lack of symptoms.

- Employees who test positive for COVID-19 must be excluded from the workplace for at least 5 days.
- Isolation can end and employees may return to the workplace after day 5 if symptoms are not present or are resolving, and a diagnostic specimen collected on day 5 or later tests negative.
- If an employee is unable or chooses not to test and their symptoms are not present or are resolving, isolation can end, and the employee may return to the workplace after day 10.
- If an employee has a fever, isolation must continue, and the employee may not return to work until the fever resolves.
- If an employee's symptoms other than fever are not resolving, they may not return to work until their symptoms are resolving or until after day 10 from the positive test.
- Employees must wear face coverings around others for a total of 10 days after the positive test, especially in indoor settings.

### **Employees Who are Exposed to Someone with COVID-19 (Quarantine)**

These requirements apply to employees who are unvaccinated, OR vaccinated and booster-eligible but have not yet received their booster dose.

- Employees must be excluded from the workplace for at least 5 days after their last close contact with a person who has COVID-19.
- Exposed employees must test on day 5 from exposure.

- Quarantine can end and exposed employees may return to the workplace after day 5 if symptoms are not present and a diagnostic specimen collected on day 5 or later tests negative.
- If an employee is unable or chooses not to test and does not have symptoms, quarantine can end, and the employee may return to the workplace after day 10.
- Employees must wear face coverings around others for a total of 10 days after exposure, especially in indoor settings.
- If an exposed employee tests positive for COVID-19, they must follow the isolation requirements above.
- If an exposed employee develops symptoms, they must be excluded pending the results of a test.

**Employees Who Are Exposed to Someone with COVID-19 (No Quarantine Required)**

These requirements apply to employees who are boosted or vaccinated but not yet booster eligible. Employees do not need to quarantine if they:

- Test on Day 5 with a negative result.
- Wear a face covering around others for 10 days after exposure, especially in indoor settings.
- If employees test positive, they must follow isolation as required above.
- If employees develop symptoms, they must be excluded pending the results of a test.

**Reporting, Recordkeeping, and Access**

Forest Ranch Charter School will report information about COVID-19 cases at our workplace to the local health department or Cal/OSHA whenever required by law and will provide any related information requested by these entities.

Forest Ranch Charter School will maintain records of the steps taken to implement the IIPP COVID-19 Addendum in accordance with CCR Title 8 section 3203(b). The IIPP COVID-19 Addendum shall be made available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.

The information collected during the investigation of all COVID-19 cases will be recorded and tracked. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

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NOTE: This IIPP COVID-19 Addendum supersedes the previous IIPP COVID-19 Addendum 4853-7733-6092, v. 1