A COLLECTION OF GUIDANCE FOR SCHOOLS AND DISTRICTS

WORKPLACE COMPLIANCE DURING COVID-19 PANDEMIC

&

SCHOOLS AND SCHOOL-BASED PROGRAMS

SCHOOLS INSURANCE AUTHORITY
Helping Schools Succeed
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The guidance below applies to businesses statewide. Review the guidance for your workplace, make a plan, and put it into action. Post your completed checklist so everyone can know the steps you’ve taken.

1. ESTABLISH A WORKPLACE SPECIFIC PLAN
   - The person(s) responsible for implementing the plan.
   - A risk assessment and the measures that will be taken to prevent spread of the virus.
   - Use of face coverings, in accordance with the CDPH guidance.
   - Training and communication with workers and worker representatives on the plan.
   - A process to check for compliance and to document and correct deficiencies.
   - A process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts and infected workers.
   - Protocols for when the workplace has an outbreak, in accordance with CDPH guidance. Follow CDC Guidance for Isolation or Quarantine for the return to work.

GUIDANCE AND CHECKLIST FOR CREATING YOUR WORKPLACE SPECIFIC PLAN
- COVID-19 Employer Playbook For a Safe Reopening - July 31, 2020
- COVID-19 INDUSTRY GUIDANCE: Office Workspaces - July 29, 2020
- Industry Guidance Checklist for Office Workspaces - July 2, 2020
- COVID-19 INDUSTRY GUIDANCE: Schools and School-Based Programs - August 3, 2020
- Industry Guidance Checklist for Schools and School-Based Programs - July 17, 2020

ENTRANCE POSTINGS – COVID-19 (CDC Available Print Materials)
   - Your Workplace Specific Plan/Checklist (SIA Sample Template)
   - CDC Entrance Symptom Screening Checklist
   - CDC Face Covering Requirements for General Public

WORKPLACE POSTINGS – COVID-19 (CDC Available Print Materials)
   - CDC What You Should Know About COVID-19
   - CDC Symptoms of COVID-19
   - CDC Stay Home if You’re Sick
   - CDC Face Covering Requirements for Employees
   - CDC Handwashing
   - CDC General Practices for Preventing the Spread of COVID-19
   - CDC How to Protect Yourself and Others
2. PROVIDE REQUIRED WORKER TRAINING

- Information on COVID-19, preventing spread, and who is especially vulnerable.
- Self-screening at home, including temperature and/or symptom checks using CDC guidelines.
- The importance of not coming to work if workers have symptoms such as; a cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, congestion or runny nose, nausea or vomiting, or diarrhea, or if they or someone they had contact with has been diagnosed with COVID-19.
- To return to work after a COVID-19 diagnosis only after 10 days since symptom onset and 72 hours of no fever.
- When to seek medical attention.
- The importance of hand washing.
- The importance of physical distancing, both at work and off work time.
- Proper use of cloth face covers, including information in the CDPH guidance.
- Information on paid leave benefits, including the Families First Coronavirus Response Act, and workers’ compensation benefits under the Governor’s Executive Order N-62-20 while that Order is in effect.
- Train any independent contractors, temporary, or contract workers in these policies and ensure they have necessary PPE.
- Healthy Schools Act - IPM Training for School Staff - Online Training Options

3. ESTABLISH INDIVIDUAL CONTROL MEASURES AND SYMPTOM SCREENING

- Symptom screenings and/or temperature checks.
- Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.
- Encourage frequent handwashing and use of hand sanitizer.
- Provide and ensure workers use all necessary PPE.
- Provide disposable gloves to workers as a supplement to frequent hand washing for tasks such as handling commonly touched items or conducting symptom screening.
- Post signage to remind workers that they should use face covers, practice physical distancing, not touch their face, wash hands with soap for at least 20 seconds, and use hand sanitizer.

4. ESTABLISH CLEANING AND DISINFECTING PROTOCOLS

- Perform thorough cleaning in high traffic areas.
- Frequently disinfect commonly used surfaces and personal work areas.
- Clean and sanitize shared equipment between each use.
- Clean touchable surfaces between shifts or between users, whichever is more frequent.
- Equip shared spaces with proper sanitation products, including hand sanitizer and sanitizing wipes and ensure availability.
• Ensure that sanitary facilities stay operational and stocked at all times.
• Use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and train workers on chemical hazards, product instructions, ventilation requirements, and Cal/OSHA requirements. Follow CDPH asthma-safer cleaning methods.
• Provide time for workers to implement cleaning practices during shifts and consider third-party cleaning companies.
• Install hands-free devices if possible.
• Clean floors using a vacuum with HEPA filter or other methods that do not disperse pathogens into the air.
• Consider upgrades to improve air filtration and ventilation.

5. ESTABLISH PHYSICAL DISTANCING GUIDELINES

• Implement measures to physically separate workers and customers by at least six feet using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers should stand).
• Reconfigure office spaces, cubicles, etc. and decrease maximum capacity for conference and meeting areas.
• Adjust in-person meetings, if they are necessary, to ensure physical distancing.
• Stagger worker breaks, in compliance with wage and hour regulations, if needed.
• Reconfigure, restrict, or close common areas and provide alternative where physical distancing can be practiced.
• Limit the number of individuals riding in an elevator.
• Utilize work practices, when feasible and necessary, to limit the number of employees at the office at one time, such as telework and modified work schedules.
• Dedicate staff to direct guests to meeting rooms upon entry so they do not congregate.
FEDERAL GUIDANCE/DIRECTIVES – COVID-19:

PUBLIC HEALTH - US CENTERS FOR DISEASE CONTROL AND PREVENTION (CDC)

Check for the CDC’S updates on Twitter and Facebook

GUIDANCE FOR COVID-19 SYMPTOMS, SCREENING & QUARANTINE

- CDC Symptoms and Screening Information – Updated: July 16, 2020
- CDC Guidance for Quarantine due to possible exposure – Updated: July 16, 2020

GUIDANCE FOR BUSINESSES AND EMPLOYERS

- Plan, Prepare and Respond to Coronavirus Disease 2019 – Updated: July 3, 2020
- Guidance for Businesses and Employers – Updated: May 6, 2020
- Employer Information for Office Buildings – Updated: July 9, 2020
- Resuming Business Toolkit – Updated: May 21, 2020

GUIDANCE FOR SCHOOLS & CHILD CARE

- Guidance for Child Care, Schools, and Youth Sports – Updated: May 29, 2020
- Considerations for Schools – Updated: May 29, 2020
- CDC’s K-12 Schools Readiness and Planning Tool – Updated: July 1, 2020
- FAQs for Administrators, Teachers, and Parents – Updated: June 3, 2020

GUIDANCE FOR CLEANING AND DISINFECTING

- Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes
- Cleaning and Disinfecting Guidance
- Cleaning and Disinfecting Decision Tool

PREVENTION AND SUPPORT

- Talking with children about COVID-19
- Checklist for teachers and parents
- Tips for parents while school is out
WORKER SAFETY – OSHA

Check for OSHA updates on Twitter and Facebook

GUIDANCE ON PREPARING WORKPLACES FOR COVID-19

The Occupational Safety and Health Administration (OSHA) developed this COVID-19 planning guidance based on traditional infection prevention and industrial hygiene practices. It focuses on the need for employers to implement engineering, administrative, and work practice controls and personal protective equipment (PPE), as well as considerations for doing so.

PREVENT WORKER EXPOSURE TO CORONAVIRUS (COVID-19)

Employers of workers with potential occupational exposures to coronavirus should follow these practices:

- Assess the hazards to which workers may be exposed.
- Evaluate the risk of exposure.
- Select, implement, and ensure workers use controls to prevent exposure, including physical barriers to control the spread of the virus; social distancing; and appropriate personal protective equipment, hygiene, and cleaning supplies

PROTECTING WORKERS DURING A PANDEMIC

Principles of worker protection:

- Consistently practice social distancing.
- Cover coughs and sneezes.
- Maintain hand hygiene.
- Clean surfaces frequently
### STATE GUIDANCE/DIRECTIVES – COVID-19:

#### OFFICE OF THE GOVERNOR OF CALIFORNIA - CALIFORNIA CORONAVIRUS RESPONSE

Check for the Governor’s updates on [Twitter](#) and [Facebook](#)
- Statewide Public Health Officer Order – Updated: July 13, 2020
- Statewide Guidance on Isolation, Quarantine & Contact Tracing – Updated: July 17, 2020

#### CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

Check for California Public Health updates on [Twitter](#) and [Facebook](#)

#### WORKER SAFETY - CAL/OSHA

Check for Cal/OSHA updates on [Twitter](#) and [Facebook](#)

#### GUIDANCE FOR BUSINESSES AND EMPLOYERS

- **COVID-19 INDUSTRY GUIDANCE: Office Workspaces** - July 29, 2020
- **Industry Guidance Checklist for Office Workspaces** – Updated: July 2, 2020
- **CDPH Responding to COVID-19 in the Workplace** – Updated: June 16, 2020
- **Guidance for the Use of Face Coverings** – Updated: June 29, 2020
- **Cal/OSHA – Guide to Developing Your Workplace Injury and Illness Prevention Program**
- **Support for Injury & Illness Prevention Program (IIPP) Updates for COVID-19**

#### GUIDANCE FOR SCHOOLS & CHILD CARE

- California Governor’s Framework for K-12 Schools in California, ([Press Conference Video](#)) – Updated: July 18, 2020
- **COVID-19 INDUSTRY GUIDANCE: Schools and School-Based Programs** Updated - August 3, 2020
- **Industry Guidance Checklist for Schools and School-Based Programs** – Updated: July 17, 2020
- **California Department of Public Health Schools Guidance FAQs**
- **Cal/OSHA Interim General Guidelines on Protecting Workers from COVID-19**
- **COVID-19 INTERIM GUIDANCE: Youth Sports Release date** - August 3, 2020
- **Youth Sports Questions and Answers**

#### CALIFORNIA DEPARTMENT OF EDUCATION

Check for California Department of Education updates on [Twitter](#) and [Facebook](#)
- **California Department of Education – Stronger Together Website** – *added June 8, 2020*
- **Stronger Together: A guidebook for the safe reopening of California’s public schools** – *Published June 8, 2020*
**LOCAL GUIDANCE – COVID-19:**

County variance  Local health jurisdictions that meet the criteria set forth by the California Department of Public Health and follow the process in the county guidance may move further ahead in Stage 2 of the resilience roadmap.

- Track your County’s Data
- Directory for Health Departments

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