**ADDENDUM TO THE INJURY AND ILLNESS PREVENTION PROGRAM OF**
Live Oak Charter
COVID-19

Live Oak Charter is adopting the following measures in order to protect all staff and visitors from potential exposure to SARS-CoV-2 the virus that causes COVID-19.

 COVID-19 is a new disease caused by a novel coronavirus known as SARS-CoV-2. The virus is thought to spread mainly between people who are in close contact with one another (within about 6 feet) through respiratory droplets produced when an infected person coughs, speaks, or sneezes. It is believed an individual becomes infectious anywhere from 2-14 days after exposure.

Maintaining a safe workplace requires a combination of controls as demonstrated through NIOSH'S hierarchy of controls.
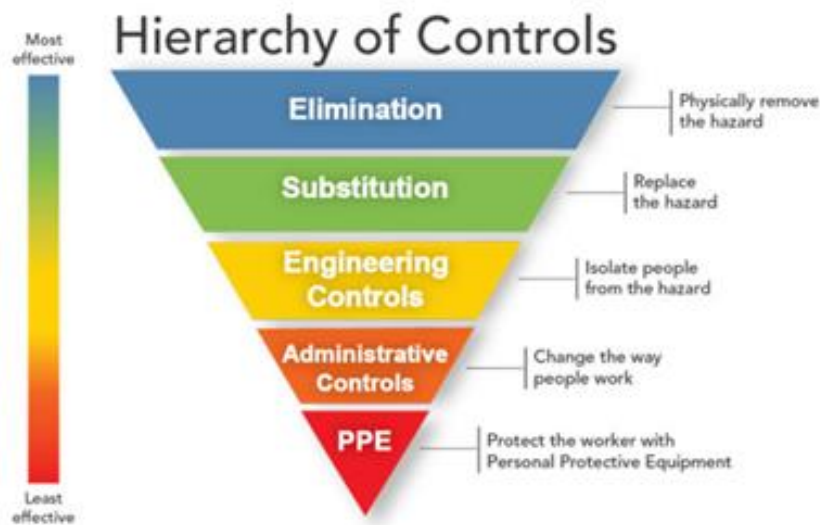
Source: CDC NIOSH Hierarchy of Controls,
https://www.cdc.gov/niosh/topics/hierarchy/default.html

INFECTION PREVENTION MEASURES

- Sneeze or cough into a cloth or tissue. Wash your hands immediately after.

- Do not gather in groups.

- Sick employees shall stay home.

- Limit non-essential visitors in the office.

- Implement "contact-free deliveries" by establishing a location to receive packages away from high-traffic areas.

- Signage will be posted throughout the office regarding hand washing, social distancing, cleaning, and disinfecting.

- All essential meetings will be conducted by phone or digital technology (Zoom, Webex).

- Effective June 1, 2020 employees will conduct a home health self-assessment and temperature check before reporting to the workplace. Additionally, the County has developed an electronic application that all employees can use called SoCo COVID-19 Check.

  The application is available on the Apple App Store for iPhones at: https://apps.apple.com/us/app/soco-covid-19-check/id1511037042 and the Google Play Store for Android phones at: https://play.google.com/store/apps/details?id=com.sococheck.

  Employees are not required to use a home health self-assessment on days that they work from home.

- Employees will be immediately sent home or to medical care, as needed, if they have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, or recent loss of taste or smell.

- Ensure employees who are out ill with fever or acute respiratory symptoms do not return to work until both of the following occur:

  o At least three full days pass with no fever (without the use of fever-reducing medications) and no acute respiratory illness symptoms; and

- o   At least ten days pass since the symptoms first appeared.

- Provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19 if required to by the Families First Coronavirus Response Act.

- Ensure employees that return to work following an illness promptly report any recurrence of symptoms.

- Employees shall telework from home as directed by their manager.

- Practice physical distancing by cancelling in-person meetings, using video or telephonic meetings, and maintaining a distance of at least **6 feet between persons** at the workplace when possible. Practice social distancing outdoors also.

- Provide employees with cloth face covers or encourage employees to use their own face covers for use whenever employees may be in workplaces with other persons. Cloth face coverings are not personal protective equipment (PPE), but combined with physical distancing of at least six feet, they may help prevent infected persons without symptoms from unknowingly spreading COVID-19.

Avoid shared workspaces (desks, offices, and cubicles) and work items (phones, computers, other work tools, and equipment).

- If they must be shared, clean and disinfect shared workspaces and work items before and after use.

- Employees should routinely clean and disinfect commonly touched objects and surfaces they contact such as copy machine touch pads, intrusion alarms, water dispenser controls, Keurig handle and controls, faucet handles, refrigerator handles, and door handles. These procedures include:
  - o   Using disinfectants that are EPA-approved for use against the virus that causes COVID-19.
  - o   Providing EPA-registered disposable wipes for employees to wipe down commonly used surfaces after use.
  - o   Following the manufacturer's instructions for all cleaning and disinfection products (e.g., safety requirements, PPE, concentration, contact time).
  - o   Ensuring there are adequate supplies to support cleaning and disinfection practices.

- If an employee is confirmed to have COVID-19 infection:
  - o   Inform employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).

- o Temporarily close the general area where the infected employee worked until cleaning and disinfecting is completed.
- o Utilize a professional cleaning/remediation service for conducting deep cleaning of the entire general area where the infected employee worked and may have been, including the kitchen, restrooms, offices, cubicles, and travel areas, with a cleaning agent approved for use by the EPA against coronavirus.
  - ▪ Any person cleaning the area should be equipped with the proper PPE for COVID-19 disinfection (Tyvek coveralls, gloves, eye protection, mask, or respirator if required) in addition to PPE required for cleaning products.
- **Employees shall** avoid non-essential travel and check CDC's Traveler's Health Notices prior to travel.

EMPLOYEE TRAINING

The District will provide employee training on the following topics using interactive methods that are easy to understand including lecture, PPT, and handouts.

- General description of COVID-19, symptoms, when to seek medical attention, how to prevent its spread, and the employer's procedures for preventing its spread at the workplace.
- How an infected person can spread COVID-19 to others even if they are not sick.
- How to prevent the spread of COVID-19 by using cloth face covers, including:
  - o CDC guidelines that everyone should use cloth face covers when around other persons.
  - o How cloth face covers can help protect persons around the user when combined with physical distancing and frequent hand washing.
  - o Information that cloth face covers are not protective equipment and do not protect the person wearing a cloth face cover from COVID-19.
  - o Instructions on washing and sanitizing hands before and after using face coverings, which should be washed after each shift.
- Cough and sneeze etiquette.
- Washing hands with soap and water for at least 20 seconds, after interacting with other persons and after contacting shared surfaces or objects.

- Avoiding touching eyes, nose, and mouth with unwashed hands.
- Avoiding sharing personal items with co-workers (i.e., dishes, cups, utensils, towels.
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- Providing tissues, no-touch disposal trash cans and hand sanitizer for use by employees.
- Safely using cleaners and disinfectants, which includes:
  - The hazards of the cleaners and disinfectants used at the worksite.
  - Wearing PPE (such as gloves).
  - Ensuring cleaners and disinfectants are used in a manner that does not endanger employees.

ADMINISTRATIVE CONTROLS

Staff will be provided with two cloth face coverings/masks. Disposable masks are available for essential visitors/vendors if necessary. Impermeable disposable gloves, disinfectant wipes, and hand sanitizers are also readily available to staff. The District will replace face coverings and disposable gloves, as necessary.

POST-EXPOSURE PROCEDURES

Staff are required to report the following information immediately to their manager:

- Positive COVID-19 test.
- Close contact within the past 14 days with an individual who tested positive for COVID-19 or who is exhibiting symptoms associated with COVID-19.

INDIVIDUAL TRAINING DOCUMENTATION

Name of Trainer: Justin Tomola and Kim Anderson

Training Subject: COVID-19 Addendum to the Injury and Illness Prevention Program

Date of Training: April 9, 2021

I hereby certify that I received training as described above. I understand this training and agree to comply with the safety procedures for my work area.

Employees: Print name and sign below.

PRINT NAME	SIGNATURE