

Granite Oaks Middle School Safety Plan

This document was prepared using the current public health guidance and California Department of Education guidance on school safety. As public health orders, state/local government orders, and public health guidance are revised or issued, this plan will be adjusted.

As we reopen Rocklin Unified School District (RUSD) Department/School Offices, the District is committed to providing a safe and healthy workplace for all of our staff. To ensure we maintain a safe and healthy workplace, the District has developed the following COVID-19 Safety Plan in response to the COVID-19 pandemic. All employees are responsible for implementing this plan. Our goal is to mitigate the potential transmission of COVID-19 in our workplaces and communities. This requires the full cooperation of staff, students and administrators. Only through this cooperative effort can we establish and maintain the safety and health of our workers and workplaces.

Our staff and students are our most important assets. We are committed to allowing our staff to work safely, and committed to keeping them safe. The District COVID-19 Preparedness Plan follows guidelines set forth by the Centers for Disease Control and Prevention (CDC), the California Department of Public Health (CDPH), and federal OSHA standards related to COVID-19, and addresses:

- Screening and policies for employees exhibiting signs and symptoms of COVID-19
- Hygiene and respiratory etiquette
- Physical distancing protocols and procedures
- Cleaning, disinfecting, decontamination, and ventilation
- Prompt identification and isolation of sick persons
- Communication and training to be provided to administrators and staff
- Management and supervision necessary to ensure effective implementation of the plan

Screening and Policies for Employees Exhibiting Signs and Symptoms of COVID-19

The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and instructing employees not to report to work when they are sick or experiencing symptoms.

Staff are encouraged to self-monitor for signs and symptoms of COVID-19.

- Employees are instructed to screen themselves before leaving for work:
 - Check temperature to ensure it is below 100.4 degrees Fahrenheit
 - Other symptoms include fever or chill, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea
 - Staff is instructed to stay home if they have symptoms consistent with COVID-19
- Employees who come to work but then exhibit symptoms listed above are to communicate with Supervisor and go home. Any staff member who has a fever will be advised to isolate at home for 10 days from the onset of the symptoms, or if they are tested by a medical professional and given a negative diagnosis for COVID-19, can return to work 3 days after no longer having a fever (telework may be potentially available in this situation).

Hygiene

Handwashing Basic Infection Prevention measures are being implemented at our workplaces at all times. Staff should wash their hands for at least twenty (20) seconds with soap and water frequently throughout the day, but especially at both the beginning and end of their shift, prior to any mealtimes, and after using the restroom. Via signage, all students, parents, and visitors to the workplace will be required to wash or sanitize their hands prior to or immediately upon entering an RUSD facility. Hand-sanitizer dispensers (which use sanitizers of greater than sixty percent {60% } alcohol) will be placed at entrances and various locations throughout the facilities so they can be used for hand hygiene in place of soap and water, as long as hands are not visibility soiled. The Maintenance & Operations Department will be installing hand sanitizers at all entrance locations and will be responsible for maintaining these sanitizers on a daily basis. The hand sanitizers will be installed in locations accessible for staff, students, and the public.

Respiratory Etiquette

The following instructions will be communicated to staff in each department's/school's regular staff meeting, as well as by posted signage in office corridors and at all exterior doors, and are to be maintained between staff, students, parents, and visitors to RUSD facilities through the following engineering and administrative controls.

Cover your Cough or Sneeze: The wearing of face mask by staff, students, parents, and visitors to RUSD facilities is required when physical distancing is not possible and are being instructed to cover their mouth and nose with a tissue or their sleeve when coughing or sneezing, and to avoid touching their face, particularly their mouth, nose and eyes, with their hands. Tissues

should be disposed of in trash receptacles; hands should be washed or sanitized immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all staff, students, parents and visitors.

Face Coverings and Other Protection: The wearing of face coverings by staff is required when physical distancing is not possible. Washable cloth face masks will be made available by the District.

Physical Distancing Protocols and Procedures

Physical Distancing: Physical distancing of six (6) feet will be maintained/implemented, as practicable, between staff, students, parents, and visitors to RUSD schools/ departments, through spacing and physical barriers.

Signage: Signage will be installed throughout the offices. Floor tape will be installed at six (6) foot intervals throughout the front offices to assist in maintaining physical distancing.

Front Desk, Work Room, Break Room, Conference Rooms: The front desk will have a plastic barrier installed.

The workroom will have signage installed instructing staff to follow physical distancing protocol. Staff will be required to use their discretion on when to enter the workroom utilizing physical distancing.

The break room is available for limited staff use, available for refrigerator, microwave and water fountain access. Seating is limited (with physical distancing).

Conference rooms are available for limited staff use (approximately 3 staff at a time to allow for physical distancing). Staff is encouraged to continue to use Zoom/Google Meets meetings whenever possible.

Cleaning, Disinfecting, Decontamination and Ventilation

Cleaning of Front Offices: The Front Offices will continue to be cleaned on a daily basis with the emphasis on frequently touched surfaces. Staff will be encouraged to wipe down their own workstations, phones, etc., daily using District-provided cleaning products.

Housekeeping Practices: Regular practices for cleaning, disinfecting, and ventilation are being implemented, including routine cleaning and disinfecting of work surfaces (restrooms, break rooms, lunch rooms, meeting rooms). Regular cleaning and disinfecting will be conducted on frequently touched surfaces in the common spaces of the Front Offices (phones, keyboards, touch screens, controls, door handles, copy machines, etc.). The Front Offices will be cleaned

daily by Facilities. The cleaning products that will be used are probiotics for bacteria and Oxivir FIVE 16 concentrate disinfectant (virus).

Cleaning and Disinfecting Products: Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels, safety data sheets, and manufacturer specifications. These products are being used with required personal protective equipment for the product. Ventilation systems are being properly used and maintained.

Prompt Identification and Isolation of Sick Persons

Placer County Public Health will contact the District if a staff member has a positive COVID-19 test. Placer County Public Health will work with the District on a case by case basis to determine the extent of exposure to other staff members and consider if office closure is warranted, and the length of time based on the need to mitigate the spread of COVID-19 and allow for additional cleaning. Office closure may result in using telework to ensure continuity of operations until the Front offices may reopen.

District will communicate with staff at the impacted site in the case of a staff member with a positive test for COVID-19, in accordance with the privacy requirements of FERPA/HIPPA and the communication guidance as required from County Public Health.

Signage will be placed at entry points communicating to all Front Office visitors the physical distancing protocols between visitors and staff; hygiene practices; and require visitors to use face masks when dropping off or picking up. Visitors will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19.

If staff or visitors to Front Offices are diagnosed with COVID-19, the Front Office will be immediately closed and employees informed. The Custodial Department would then deep clean and disinfect the Front Office. The Front Office will then be reopened the day after the deep cleaning is completed.

Communication and Training to be Provided to Administrators and Staff

This COVID-19 Preparedness Plan is being communicated to all Front Office staff via email. Necessary training will be provided by Human Resources through Public School Works:

- COVID-19, How to Protect Yourself and Others
- Social/Emotional Resources for Staff:

- The current Employee Assistance Program (EAP) utilizes the ComPsych Guidance Resources program to provide a network of services for employees who require support during these difficult times. More information is available for staff in the Human Resources section of the Staff Room portal on the District website.

Additional communication and training will be ongoing via email and staff meetings, and will be provided to all staff who did not receive the initial training. Instructions will be communicated to all visitors to the Front Offices to ensure physical distancing between visitors and staff; required hygiene practices; and the requirement that visitors use face masks when dropping off or picking up. Visitors will also be advised not enter the workplace if they are experiencing symptoms or have contracted COVID-19. This will be indicated via signage posted on the front door.

Leaves Related to COVID-19

Employees are entitled to the leave benefits provided by the Families First Coronavirus Response Act (“FFCRA”) for COVID - 19 related leaves.

Employees who have identified risk factors and have provided documented medical verification, will engage with the District in the interactive process to determine if reasonable accommodations exist to carry out the essential functions of their position. In the event the District is unable to reasonably accommodate the employee, the employee would stay off from work and utilize the leaves available under the law. Qualifying reasons for leave related to COVID - 19 are employees who:

1. Are subject to Federal, State, and local quarantine or isolation order related to COVID-19;
2. Have been advised by a health care provider to self-quarantine related to COVID -19;
3. Are experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. Are caring for an individual subject to an order described in (1) or self - quarantine as described in (2);
5. Are caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or
6. Are experiencing any other substantially - similar condition specified by the U.S Department of Health and Human Services.

Management and Supervision Necessary to Ensure Effective Implementation of the Plan

Administrators will monitor the effective implementation of this Plan by tracking the number of employee absences. This will be maintained by the Human Resources Department. Management and staff will implement this new plan together and update staff through training(s) as necessary.

This COVID-19 Safety Plan has been prepared by Rocklin Unified School District Administrators and will be posted throughout the workplace. This Plan will be updated as necessary.

6/2020