

# COVID-19 Infection Control Plan

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Oregon OSHA's temporary rule for COVID-19 (OAR 437-001-0744) requires all employers to develop and implement an infection control plan. This plan builds upon each employer's exposure risk assessment, which the rule also requires, and aims to eliminate or otherwise minimize worker exposure to COVID-19. The specific requirements for this COVID-19 infection control plan are outlined under subsection 437-001-0744(3)(h). This plan does not include the additional elements required for exceptional risk workplaces.

Mitchell School District #55

Date: 12/7/2020

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## **All job assignments or worker tasks requiring the use of personal protective equipment (including respirators) necessary to minimize employee exposure to COVID-19.**

- 1) All District staff, contractors or other service providers, or volunteers while on school grounds or otherwise performing work duties are required to wear face coverings or face shields. All District employees including administrators and supervisors will model proper use of mask and other PPE at all times at work or on school grounds.
- 2) School Nurses and/or designated staff who have been assigned to monitor an isolation room, will have appropriate PPE needed for isolation rooms located in school building. This may include, but not limited to medical masks, gowns and disposable gloves.
- 3) All District Facilities, Maintenance and Custodial Staff will follow processes and procedures in the following Standard Operating Procedures: a.) Routine Disinfection for Frequently Touched Surfaces; b) Playground Equipment Disinfection/Cleaning and; c) Preventive Disinfection (may also be used after 7 days vacancy of area).
- 4) All District staff will be provided face coverings or face shields following OHA/CDC guidelines, if requested.

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## **The procedures we will use to ensure that there is an adequate supply of masks, face coverings, or face shields and personal protective equipment (including respirators) necessary to minimize employee exposure to COVID-19.**

- 1) The District office staff will collaborate with District Administration to inventory masks, face coverings or face shields for use by District staff.
- 2) The District will continue to work with the local Emergency Operations Manager, the ESD and Local Public Health Authority to ensure the District has an adequate supply available for staff necessary to minimize employee exposure to Covid-19.
- 3) The district will continue to work with Unified Command and/or Incident Command structure to collaborate to stockpile needed masks, face coverings, face shields, hand sanitizer and cleaning supplies for use by staff.

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## **The specific hazard control measures that we installed, implemented, or developed to minimize employee exposure to COVID-19, listed and described.**

- 1) The District maintenance staff have evaluated all HVAC systems to ensure maximum air flow and circulation is occurring. Staff are encouraged to keep doors and windows open to the maximum ventilation to the extent possible.
- 2) Physical distancing requirements: All work, office, instructional, and multi-purpose spaces have been evaluated to ensure 35 sq. ft is allocated for each person to the extent possible and maximum occupancy signs

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are posted at the entrance of each space. This also applies to employee training and staff gatherings or meetings. District administration routinely sends out reminders and instructions on physical distancing requirements to be used in all District buildings. Physical distancing requirements are to stay 6 feet between (2 arm lengths) individuals and always wear a mask or face covering. Physical distancing requirements are posted in the District buildings in several locations in both English and Spanish. Steps are taken to minimize the risks of close proximity activities include ensuring it is for a short duration, ensuring handwashing immediately before and after, avoiding touching their face, teaching safe etiquette for coughing and sneezing, and/or using the required mask, face covering, or face shield (unless the nature of the interaction also makes their use impossible).

In addition, the following have been implemented:

- a. We have minimized time individuals stand in lines and take steps to ensure that 6 feet of distance between students is maintained, including marking spacing on floor, one-way traffic flow in constrained spaces, etc.;
- b. Schedule modifications to limit the number of students in the building (for example, rotating groups by days or location, staggered schedules to avoid hallway crowding and large gathering);
- c. Planned for students who will need additional support in learning how to maintain physical distancing requirements.;
- d. Maintaining physical distancing during all staff meetings and conferences or we use remote web-based meetings whenever feasible;
- e. We will cancel, modify, or postpone field trips, assemblies, athletic events, practices, special performances, school- wide parent meetings and other large gatherings to ensure requirements for physical distancing can be met;
- f. Minimize the movement of individuals in hallways and other common areas to the extent possible; created hallway procedures to promote physical distancing and minimize gatherings.

3) All District staff were trained at the beginning of the school year on how Covid-19 is spread, tools to stop the spread of Covid-19, Knowing the symptoms of Covid-19, completing the required screening document "Staff Contract Tracing Log", what is required when attesting to their own health, requirements for wearing a mask, face covering or face shield while in or on District grounds, cleaning protocols for high frequency touched surfaces, what physical distancing requirements are in place in each building and while on District grounds and the requirements and procedures in place for isolating ill or exposed persons.

**\*\*Training for Staff:** Staff were trained by administration and/or Emergency Operations in collaboration with the LPHA on how Covid-19 is spread, tools to stop the spread of Covid-19 and to know the symptoms of Covid-19. A PowerPoint presentation was made available to building staff and trainer(s) were available to answer specific questions.

**\*\*Screening logs:** The District implemented an approved "Staff Sign-In log" that is required to be completed upon entering a District building. Information included on the log: Date, Name, Staff Symptom self-screening questions, time in, room accessed, staff and/or students contacted, time out, and recently updated to reflect an optional question "Have you traveled outside of Oregon?" Screening logs are required to be completed by District Itinerant staff members and kept for 4 weeks and available upon request by the LPHA.

**\*\*Masks, Face coverings and face shields:** All District staff have been communicated with on a frequent basis (through email and postings in the building) regarding the requirement that masks, face coverings or face shields are required for all staff while on schools grounds or otherwise performing work duties. Staff have been shown and given how to properly wear a mask and face covering, and have been given the correct types of masks and face coverings to be worn. The District has supplied extra masks and disposable gloves available in each District building next to the sign-in screening log for those who do not have a mask or face covering. Signs are posted in each building in several locations (in both English and Spanish) with the requirement stating that a mask, face covering or face shield is to be worn when on school grounds and how to properly wear a mask or face covering. Signs on the front doors of each District building state that a mask, face covering or face shield is required while on school grounds or District buildings (in both English and Spanish).

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**\*\*Cleaning protocols:** District Custodial and Facilities staff have been trained on the Standard Operating Procedures implemented for cleaning high frequency touched surfaces, playground equipment and overall disinfecting in District buildings and School buses. All staff are expected to support Custodial staff and are responsible for using provided disinfecting spray to clean any common surface, door knobs, etc. that are touched during the work day within their work area (classroom/office).

**\*\*Isolating ill or Exposed Persons:** School Nurses in collaboration with District Administration and the Local Public Health Authority, have implemented guidelines and protocols to be followed in the event of a potential exposure. All guidelines follow the OHA/CDC recommendations. School nurses will be immediately notified of an ill or potentially exposed person for additional screening. All ill or exposed persons with excludable symptoms will be isolated in designated isolation rooms and will be screened and monitored by the School Nurse or designated staff member until the ill person is picked up. School Nurses have reviewed the protocols with District staff and have implemented a 'Quick Checklist' for front office staff members to use in the event of an ill or exposed person.

**\*\*Sneeze Guards,** plexiglass shields were installed in locations where practicable to reduce exposure.

**\*\*Contact Tracing;** All District staff are required to complete the approved Staff Contact Tracing log and attest to their own health when entering a District building or District vehicle. All District Itinerant staff are required to keep a log on the District approved Itinerant Contract Tracing log and attest to their own health when entering a District building or District vehicle. Contact tracing logs are to be kept for 4 weeks and available upon request to the LPHA.

All District staff are required to follow the protocols and requirements implemented to minimize staff exposure to Covid-19. Staff have been directed to talk with the Building Principal/Superintendent or Immediate Supervisor if any of the protocols and/or requirements are not being followed.

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## **Description of our COVID-19 mask, face covering, and face shield requirements at the workplace, and the method of informing individuals entering the workplace where such source control is required.**

The District will adhere to current OHA statewide mask or face covering guidance. Masks, face coverings or in specific circumstances, face shields will be worn by all staff when on District grounds. Individuals may remove their face coverings while working alone in private offices. Face shields are an acceptable alternative when a person has a medical condition that prevents them from wearing a mask or face covering, when people need to see mouth and tongue motions in order to communicate, or when an individual is speaking to an audience for a short period of time and clear communication is otherwise not possible. The District will adhere to OHA guidelines for masks or face coverings that may not be required.

Signs posted on front doors and inside all District buildings state masks or face coverings are required while on District grounds. Signs are available in both English and Spanish and in each District building posted in several locations. Staff are sent frequent reminders via school email that masks and face coverings are required, along with supporting documents from the Oregon Department of Education or OHA.

### **The District's description for requirements in the workplace are following:**

\*The District will follow the current OHA guidelines around face coverings.

Face coverings, face shields or protective eyewear are required and will be provided for:

- All staff, contractors, other service providers or visitors/volunteers following CDC guidelines Face Coverings.
- Bus drivers- Shield must be in use when stopped but can be lifted while driving. Facial coverings (mask) are required to be used in conjunction with facial shields/protective eyewear while driving the bus.

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Protective barriers or face shields:

- Front office staff
- Speech Language Pathologists and Speech Pathologist Assistants

Facial Coverings

Facial coverings are not synonymous with facemasks. Facial Coverings are required and will be provided for:

- All Staff, contractors, other service providers or visitors/volunteers
- Technology staff
- Child Nutrition Program staff
- Staff providing 1:1 student support
- OT, PT staff supporting personal care, staff where direction requires direct physical contact
- Nurses or designated health services providers when administering medication or providing direct services

Facial coverings are required for staff moving throughout campus, including:

- PE teacher
- Music teacher
- Counselors
- Title I/Special Education staff
- Custodial/maintenance staff
- Administration

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**The procedures we will use to communicate with our employees and, other employers in multi-employer worksites, regarding an employee's exposure to an individual known or suspected to be infected with COVID-19 to whom other workers may have been exposed. This includes the communication to individuals identified through COVID-19 contact tracing and general communication to the workplace at large.**

Whenever a COVID-19 positive case occurs, implement the detailed Ready Schools, Safe Learners guidance related to communication, isolation, and quarantine, in consultation with the LPHA. The District will collaborate with the LPHA in the event of an exposure and follow their guidance for notification procedures. Upon learning of a potential close contact occurring within the District, in accordance with direction from the local health authority, the Superintendent or designee will notify school employees via appropriate available communication methods, of the potential exposure. The District will provide contact tracing logs as requested by the LPHA. In addition, to reduce the potential of an outbreak the District will complete the following measures:

1. Screen all students and staff for symptoms on entry to bus/school every day. This will be done visually and/or with confirmation from a parent/caregiver/guardian. Staff members will self-screen and attest to their own health;
2. Students and staff are directed to stay home if they, or anyone in their home or community living spaces, have primary COVID-19 symptoms (cough, fever greater than 100.0°F, chills, shortness of breath, or difficulty breathing) or if anyone in their home or community living spaces has COVID-19. Staff or students with a chronic or baseline cough that has worsened or that is not well-controlled with medication may be excluded from school, with the exception of staff or students who have other symptoms that are chronic or baseline symptoms (for example, asthma, allergies, etc.)
3. Any person (student, staff member, or volunteer) who has tested positive or who is a presumptive case for COVID-19 is directed to remain at home to isolate until their medical provider indicates it is

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safe for them to return or at least 10 days have passed and they have experienced at least 24 hours with no fever without the use of fever-reducing medication;

4. Any person who has been in close contact (less than 6 feet away for more than 15 minutes) with a person with a confirmed COVID-19 is directed to remain home to isolate until their medical provider indicates it is safe for them to return or 14 symptom-free days have passed since they were last exposed (those who have been exposed only to another person who was themselves exposed to a person with COVID-19 are not required to isolate).

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## **The procedures we will use to provide our workers with the initial employee information and training required by 437-001-0744.**

The district will share the District's Risk Assessment and the Infection Control Plan and will utilize the training tools on the OSHA website to provide information and training to meet OAR 437-001-0744. Employees will be able to access the training online, web-based instruction or in-person. Both methods will allow opportunities for employees to clarify, comment, and ask questions about the information covered in the training as well as any questions regarding COVID-19 and workplace issues. This training will take place prior to December 21, 2020.

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Oregon OSHA's Administrative Rule 437-001-0744 Addressing COVID-19 Workplace Risks is available at [osha.oregon.gov](https://www.osha-oregon.gov).

Exposure Risk Assessment requirements are in 437-001-0744(3)(g).

Infection Control Plan requirements outlined in this document are in 437-001-0744(3)(h)(B)(i)-(vi).

COVID-19 information and training requirements are in 437-001-0744(3)(i), and as applicable for workplaces at exceptional risk, 437-001-0744(4)(b).