



Section 11 IIPP COVID-19 Addendum

Board Approved ~~081020~~110720

The following is an Addendum to California Montessori Projects IIPP. California Montessori Project (CMP) is committed to preventing workplace hazards and are adopting this document to combat COVID-19 which is caused by a novel coronavirus known as SARS-CoV-2.

The following document is designed to conform to Cal/OSHA's requirements and mirror the general safety elements found within the IIPP.

Company Policy

CMP is committed to preventing workplace hazards that could result in employee injury and/or illness; and to complying with all applicable state and local occupational health and safety regulations. The following Infection Prevention Program (IPP) has been temporarily established and remains effective until withdrawn. This document is designed to help make sure affected employees understand the dangers of COVID-19 and how to prevent spread of this disease in the workplace. This program applies to all locations where CMP operates and is available for review by any employee.

As more information is discovered about COVID-19, this Addendum and the IIPP plan are subject to sudden change. This living document allows for CMP to continue to provide ever improving safety measures per Center for Disease Control and Prevention (CDC), state health department, and local health department recommendations.

Employer Responsibilities:

CMP follows the measures below while *Shelter in Place, Stay at Home, and/or Employee Health Monitoring* orders are in effect, as outlined by the federal, state, and local public health department officials. (For California, *Shelter in Place, Stay at Home, and Employee Health Monitoring* are broad terms encompassing all CDC, state, and local health recommendations and specific state legislative measures including California Senate Bill (SB) 1159 and Assembly Bill (AB) 685.)

CMP has developed a COVID-19 Safety Committee, comprised of representatives from Central Administration and each school site. The Committee has been tasked with maintaining our infectious disease prevention response by providing or coordinating the following policies, procedures, and trainings. They are also tasked with enforcing these policies and staying current with federal, state, and local directives.

CMP:

- Provides frequent employee training on COVID-19 signs, symptoms, and prevention in a language employees can understand.
- Frequently cleans and disinfects used work surfaces based on current CDC guidelines.
- Encourages additional spacing of employees to support safe social distancing.

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- If a mandate exists, requires the use of a cloth face covering per CDC guidelines.
- If a mandate does not exist, encourages cloth face covering per CDC guidelines.
- Considers and, when possible, implements increased workplace ventilation, barriers, and employee work practices that reduce risk.
- Monitors employee symptoms at the beginning of the shift and throughout the work day.
- Encourages, when possible, alternative employee workplace options such as working from home.
- In accordance with California SB 1159, reports positive employee COVID-19 PCR (Polymerase Chain Reaction) tests to their workers' compensation insurance carrier.
- Documents all COVID-19 related employee training.

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Employee Training

CMP will provide regular training for employees on the following topics using interactive methods that are easy to understand including verbal, visual, audiovisual and picture-centered handouts and other resources:

- What is COVID-19 and how is it spread
- Signs and symptoms of COVID-19
- When to seek medical attention if not feeling well
- Prevention of the spread of COVID-19 if you are sick
 - Sick employees will be required to stay at home.
- Physical distancing guidelines
- Importance of washing hands with soap and water for at least 20 seconds or use of hand sanitizer if soap and water are not readily available
 - Hand washing should occur before and after using the toilet, eating, coming and going to work, after interactions with others, after contacting shared surfaces or tools, before and after wearing masks or gloves, and after blowing nose or sneezing.
- Methods to avoid touching eyes, nose and mouth
- Coughing and sneezing etiquette
- What is Personal Protective Equipment (PPE); when is it necessary; how to use, handle, and dispose of PPE
- Avoiding sharing personal items with co-workers
- Safely using cleansers and disinfectants
 - Reading labels, wearing proper personal protective equipment (PPE), hazard review and steps to minimize harm to employees using those products.

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Procedures to Help Prevent the Spread of COVID-19

- Employees will be asked to take their temperatures on a daily basis and report their temperature on a sign-in sheet. If an employee has a temperature of 100.4 or higher, they will be sent home.
- Employees will be asked if they have a fever, if they are experiencing any of the following respiratory symptoms: cough, sore throat, runny nose, and if they have had close, unprotected contact with a suspected or known COVID-19 patient (spent longer than 15 minutes within six feet of someone who was sick with a fever and cough).

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- ◊ If an employee answers 'yes' to any of the above, they will be instructed to go home immediately and self-isolate until they are asymptomatic for three days without the use of any medication and it has been seven days since the first day of their symptoms (whichever duration is longer).
- If an employee is not feeling well and is exhibiting symptoms that may be attributed to COVID-19, such as acute respiratory symptoms or a fever, California Montessori Project will do the following:
 - Send the employee home and they will be instructed to self-isolate until they are asymptomatic for three days without the use of any medication and it has been seven days since the first day of their symptoms (whichever duration is longer).
 - Provide resources including how to seek medical care information
 - Explain that the Human Resources Department will reach out to them concerning compensation for the time off through paid sick leave or another vehicle.
- If informed that an employee tests positive for COVID-19, CMP will provide notice to health officials in the county in which they are working to thus provide CMP with further guidance. Information includes but is not limited to:
 - The employee's work location, work hours, general and specific work duties, if the employee has traveled to multiple worksites recently with timing, and the last day the employee was at work. Identify who has been in contact with the employee. The employee's name will not be disclosed unless asked to by the health officials.
- CMP will establish a routine cleaning and disinfect common surfaces and objects in the workplace. This includes but is not limited to:
 - Benches, chairs, containers, copy machines, counters, doorbells, door handles, knobs, drinking fountains, office supplies, tables, refrigerators, other kitchen appliances, vending machines, restroom and bathroom surfaces.
- The process of disinfecting includes providing disinfecting products, any PPE required for their safe use along with review of manufacturer instructions for proper use.

Procedures to Increase Physical Distancing

Physical distancing is an effective method that can help stop or slow the spread of an infectious disease by limiting the contact between people. For COVID-19, the recommended distance is at least 6 feet.

Employees will be asked to practice distancing while at work including, but not limited to the following:

- Before starting the work shift
- During the work shift
- After the work shift
- Coming and going from vehicles
- Entering, working and exiting physical buildings or other structures
- During breaks and lunch periods
- When engaging in other work activities including using office equipment, the restroom, and common spaces



Good Sanitation Practices

California Montessori Project will practice good sanitation practices including, but not limited to the following:

- Check restroom facilities frequently and make sure they are clean, sanitary, and appropriately stocked with necessary supplies (i.e. toilet paper, soap, paper towels, etc.)
- Make sure handwashing supplies are re-stocked regularly
- Make sure staff have access to hand sanitizer
- Assign an employee to provide appropriate PPE including but not limited to gloves and masks
- Sanitize common spaces and equipment frequently

Limit Non-Essential Visits and Travel

California Montessori Project will encourage limiting non-essential visits and travel including, but not limited to the following:

- Order as much as possible via an on-line ordering system with outside pick-up or delivery options
- Employees should maintain social distancing from visitors
- Limit any unnecessary travel from one campus to another
- CMP will eliminate, and reduce, all non-essential and non-related services, such as group meetings where social distancing cannot be maintained, field trips, and after school enrichment activities

Symptomatic and Sick Employees:

California Montessori Project stresses the importance of employees **staying home** if either they, anyone they live, or anyone they have recently been in contact with is sick or is recently confirmed to have tested positive for COVID-19. If an employee has any question on whether their contact counts as a potential exposure, please contact your supervisor, manager, or IPP Coordinator as soon as possible.

The following steps are followed to monitor employee health:

➤ Employee Health Monitoring

(job title or department) Each Site monitors employee attendance and watches for employees showing COVID-19 symptoms. Our procedures for health monitoring include:

1. Observation of employees when they arrive at work and inquiry to learn if they have experienced fever, cough, or difficulty breathing according to local public health department guidelines
 - o If ill, employee is sent home immediately and instructed to contact a medical professional by phone before going to a medical facility
2. Monitoring employees throughout the day:
 - o Employees who develop COVID-19 or other flu-like symptoms at work are sent home immediately

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- o Sick employees are instructed to follow CDC guidelines and local public health department recommendations

➤ **If an employee tests positive for COVID-19 infection:**

(company name)California Montessori Project follows guidelines below when informed an employee is diagnosed with COVID-19 infection:

1. Clean and disinfect applicable work areas immediately following CDC guidelines using proper disinfection procedures and appropriate personal protective equipment.
2. Per SB 1159, document infected employee's work location, work hours, and general and specific work duties. If the employee recently traveled to multiple worksites, document their travel times and last day worked. Report non-identifying information regarding the positive test to the above listed workers' compensation insurance carrier.
3. Per AB 685, will advise, in writing, effected employees or subcontracted employees within one business day.
4. Where the above do not apply, Identify and confidentially contact anyone who had contact with symptomatic employee.
5. Contact local public health department and follow their recommended protocols.

IPP Policy Enforcement/Disciplinary Procedures:

As with general safety orders within the Injury and Illness Prevention Program (IIPP), compliance with pandemic controls is mandatory and shall be considered a condition of employment.

The failure to adhere to safety policies and procedures established by CMP (company name) can have a severe impact on everyone involved. Unsafe acts cannot only threaten the health of the individual involved, but also of their co-workers.

IPP Disease Investigation:

If an infectious disease case is reported, an investigation will be completed to determine if the case is deemed work-related. The assigned investigator will interview the injured worker and, if warranted, submit a claim to (your workers' compensation insurance carrier) for further investigation.

In accordance with California SB 1159, (company name)CMP will report positive employee COVID-19 PCR (Polymerase Chain Reaction) tests to their workers' compensation insurance carrier listed above with personal information redacted.

In accordance with California AB 685, (company name)CMP will advise, in writing, effected employees or subcontracted employees within one business day should a COVID-19 exposure event occur.

Positive cases, found to be work-related, must be posted on the OSHA-300 log with employee name redacted for privacy.

Resources

- **Centers for Disease Control and Prevention**

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- [Businesses and Workplaces: Plan, Prepare, and Respond](#)
- [Cleaning and Disinfecting: Plan, Prepare, and Respond](#)
- [General Business Frequently Asked Questions](#)
- [Investigating and responding to COVID-19 cases in non-healthcare work settings](#)
- [Prevent Getting Sick](#)

- **[Federal OSHA](#)**
 - [US Department of Labor - OSHA COVID-19 Landing Page](#)
 - [US DOL OSHA PDF on COVID-19 Workplace Prep \(EN\) and \(Spa.\)](#)

- **[National Institute for Occupational Safety and Health](#)**
 - [NIOSH COVID-19 Information Landing Page](#)

- **[Cal OSHA](#)**
 - [Cal OSHA Title 8 - Aerosol Transmissible Diseases](#)
 - [Model Exposure Control Plan for Aerosol Transmissible Diseases](#)

- **[California Department of Public Health](#)**
 - [CA Department of Public Health COVID-19 Landing Page](#)

- **[California Department of Fair Employment and Housing](#)**
 - [DFEH Employment Information on COVID-19](#)