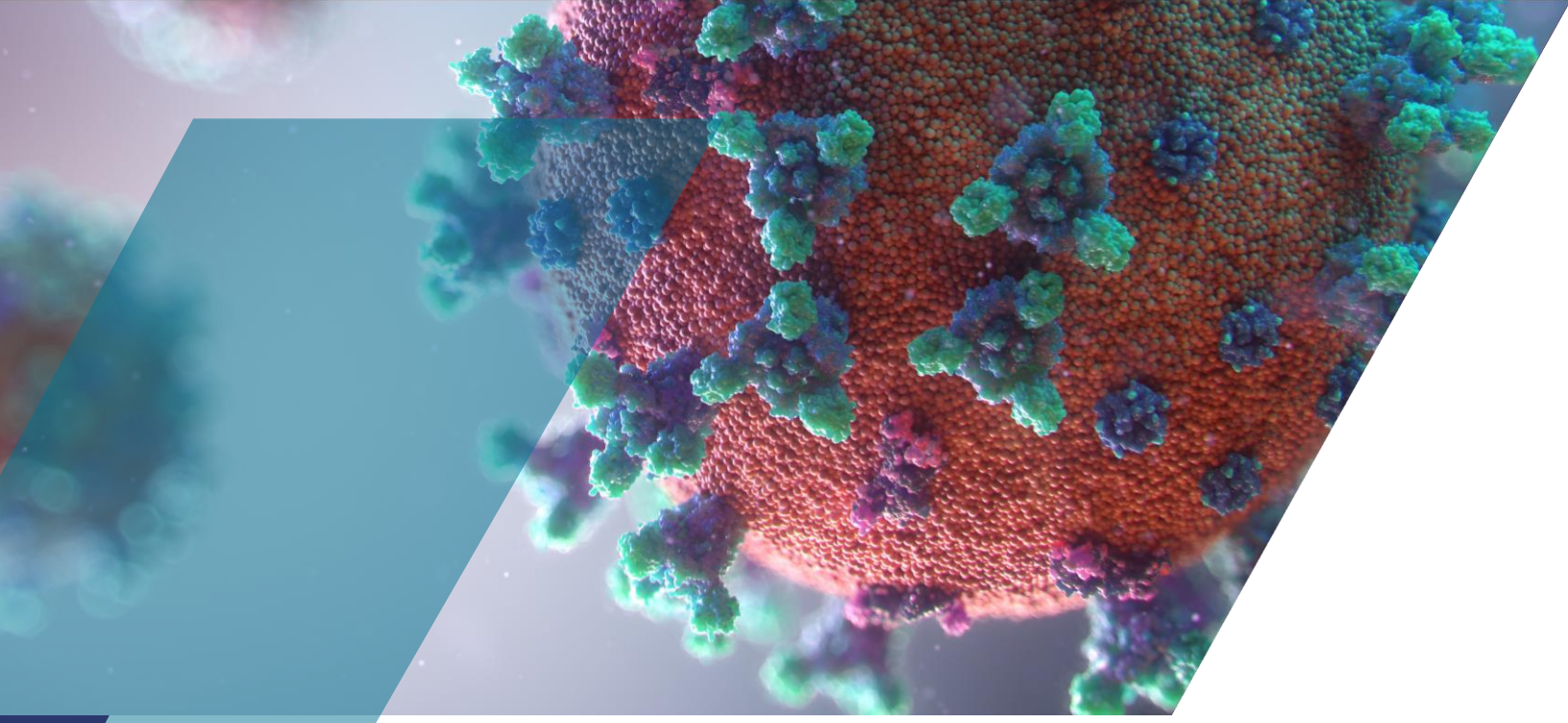

COVID-19

RESOURCE GUIDE

CA License No. 0451271

July 13, 2020

Keenan

DISCLAIMER

Keenan & Associates is an insurance brokerage and consulting firm. It is not a law firm or a medical practice. We do not give legal or medical advice. Neither the content of this manual nor any accompanying documents should be construed as legal or medical advice. Further, we do not warrant that the information included in this manual will result in the reduction of all risks associated with the transmission of COVID-19 or any claims associated therewith.

The situation surrounding COVID-19/coronavirus is changing constantly; as a result, any information contained in this manual may not necessarily reflect the latest information regarding recently-enacted, or pending or proposed legislation, guidance, or recommendation from any federal, state, and/or local agency. Readers are advised to be alert for any new or changed recommendations to keep current regarding the latest information from these.

COVID-19 Disclaimer: Any statements contained herein relating to the impact of COVID-19 and/or the coronavirus on insurance coverage or any insurance policy is not a legal opinion, warranty, or guarantee and should not be relied upon as such. Answers to policy-specific questions will always depend on the terms and conditions of an individual policy and the specific facts relating to a potential claim. As insurance agents/brokers, we do not have the authority to make coverage decisions or render legal advice.

This manual includes references to and copies of materials prepared and issued by third parties, e.g., government agencies, medical experts, outside consultants, etc. Keenan disclaims any and all liability for any content in this manual that was prepared by any such individual or entity.

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Introduction

The Keenan COVID-19 Resource Guide was developed to provide a centralized point of reference for organized & filtered information and resources to help schools, community colleges, public agencies, healthcare and other organizations navigate through the challenges of operating safely amid COVID-19.

While we made this toolkit as comprehensive as possible, there is no substitute for remaining up to date on State and Local guidelines and requirements. As the situation of COVID-19 evolves, guidelines are continuously changing, and no resource guide can take the place of State and Local agencies and health officials.

Organizations must ensure they are able to operate effectively & consistently within the guidelines for the Centers for Disease Control and Prevention (CDC), State and local department of public health and guidelines established by State and Local officials.

We will strive to update this resource guide as new information becomes available and as guidelines change.

RECENT ENHANCEMENTS

This COVID-19 Resource Guide may be updated periodically.
This page is intended to highlight any changes since the last edition.

KEENAN LOSS CONTROL CONSULTING

Keenan's Loss Control team has custom-tailored various services & resources to help protect staff, students and visitors when returning to schools & community colleges. Below is an example of the wide-variety of services available from your Loss Control professionals.

Service
Employee Training • Employee safety when cleaning/disinfecting • Respirators/masks • CDC/County DPH protocols • Aerosol Transmissible Diseases (ATD) • Stress management • Returning from sedentary working environment injury prevention • Back injury prevention: rearranging classrooms
Hazard Assessments • Re-opening plan effectiveness audit • Occupation/work space-specific CDC/County DPH protocol evaluations • Student event/activity CDC/County DPH protocol assessments • Remote/take home labs
Policy & Procedure • COVID-19 Cal-OSHA • Aerosol Transmissible Diseases (ATD) • Return to work/re-open (w/FACS) • Remote working ergonomics program/IIPP addressing employees working from home • How does an organization become qualified to conduct their own fit testing
IMReady • Pandemic Annex • Emergency Operation Plan (EOP) After action debrief of how a District handled shutting down/re-opening • Site physical security self-assessment/training • Skeleton crew personal/personnel security/safety

COVID-19 Safe Operating Program

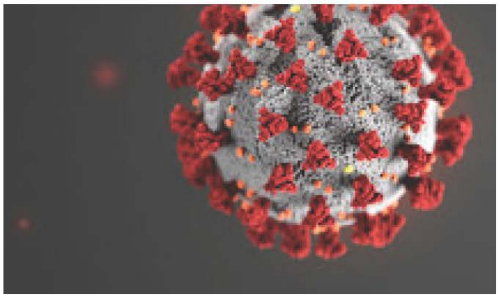
Keenan

Model Program

Keenan has joined with Forensic Analytical Consulting Services, Inc. (FACS), one of the country's leading and most diverse industrial hygiene consulting firms, to bring you a COVID-19 safe operating program template.

This template is designed to help you with not just deciding **WHAT** your school is going to do but also gives you the tools to decide **HOW** you're going to do it. The program includes the following components:

- A prevention element including protocols for assessing hazards, identifying safe work practices, training, and validating implementation. Six (6) safe work practice documents will be developed targeting general employee practices, office environments, guidance for creating area/operation specific practices, guidance for customers/visitors, and guidance for vendors.
- A response element including protocols for responding to incidents of known or suspected COVID-19 cases. These protocols will address incident assessment (determining who and what impacted), communication with impacted parties, cleaning/disinfection of impacted surfaces, and confirmation of response actions.
- A building closure and re-opening element addressing common environmental health and safety concerns associated with buildings prior to closure, during closure, prior to re-opening, and following re-opening.



- A training element addressing:
  - Using the program template *(audience: administrators)*
  - General safe work practices for COVID-19 *(audience: all employees)*
  - Office safe work practices for COVID-19 *(audience: office employees)*
  - Developing COVID-19 safe work practices *(audience: area/operation supervisors)*

Keenan is making all of this available at no cost. Please contact your Loss Control Consultant or Account Manager for more information.

FACS
Forensic Analytical Consulting Services

Keenan & Associates | www.keenan.com
CA License No. 0451271 | 20.FLY.06.25

COVID-19 Safe Operating Program

Keenan

Customization & Implementation Effectiveness Service

Keenan has joined with Forensic Analytical Consulting Services, Inc. (FACS), one of the country's leading and most diverse industrial hygiene consulting firms, to bring you a COVID-19 safe operating program template. This template is available for use by our customers at no cost. However, having a template is just the start. Keenan & FACS have created a Program Customization and Implementation Effectiveness Evaluation service to help you make the most of the template as well as help manage the risk of operating safely amid COVID-19. This service is broken down into two main components:

Part 1: COVID-19 Safe Operating Plan Customization Service

FACS will assist in adapting the COVID-19 safe operating plan template to your specific operation by providing a live remote orientation training to review the base template materials and discuss implementation. Then, they will customize the base template materials based upon feedback from the orientation training as well as provide up to six additional area/operation-specific safe practice documents tailored to your operation (the base template already includes six to begin with)

Part 2: COVID-19 Safe Operating Plan Implementation Effectiveness Evaluation

Once your plan has been customized to meet your specific needs and implemented as designed, a Keenan Loss Control Consultant will conduct a comprehensive COVID-19 Safe Operating Plan Implementation Effectiveness Evaluation. This comprehensive evaluation will include the following components:

- Review your specific COVID-19 safe operating plan & identify key safe work practices to evaluate at various sites.
- Evaluate the effective implementation of up to 12 safe work procedure control measures (as defined in the client's plan) in the field at up to 4 sites (additional sites can be added at an additional cost).
- Identify missing/misuse of control measures in the field.
- Identify areas/operations in the field that are not covered by the plan.
- Evaluate training effectiveness by interviewing employees in the field & reviewing training records.

Upon completion of the field evaluations, the Consultant will generate a report of their findings as well as any correlating recommendations to improve the client's COVID-19 Safe Operating Plan. The report will be delivered and reviewed with you to help you monitor your program and ensure your plan is working as you intended. This review will also give you an opportunity to make adjustments to your plan to better fit the operational needs of your schools. These are the key elements in helping manage the risks of operating amid COVID-19.

Please contact your Loss Control Consultant or Account Manager to request a proposal for this comprehensive service.

FACS
Forensic Analytical Consulting Services

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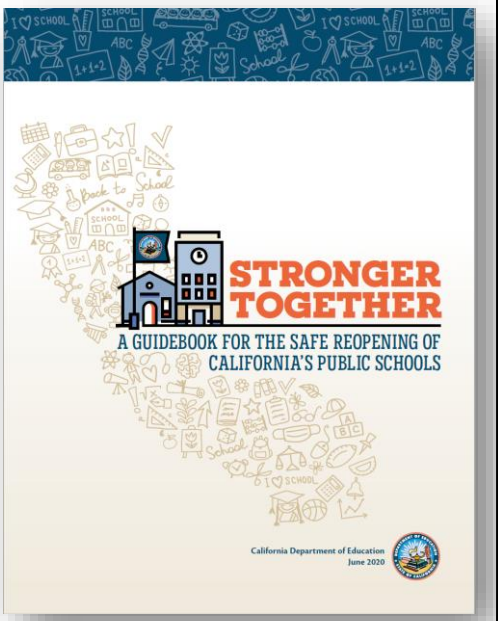
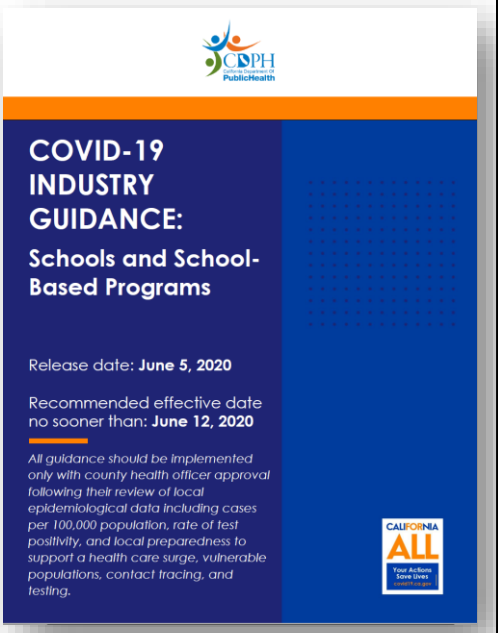
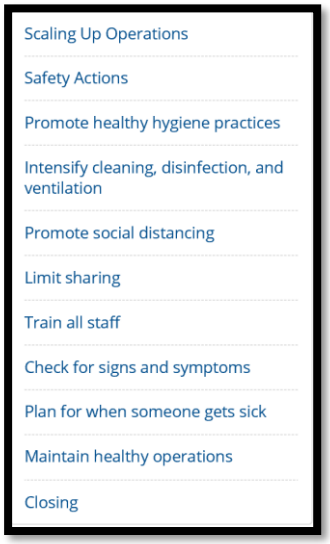
REOPENING INFORMATION

California Department of Education A Guidebook for the Safe Reopening of California's Public Schools – June 2020 https://www.cde.ca.gov/ls/he/hn/strongertogether.asp	
COVID-19 Industry Guidance: Schools and School-Based Programs June 5, 2020 https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Guidance.aspx	

CDC Interim Guidance for Schools and Camps May 2020

(Page 42-45)

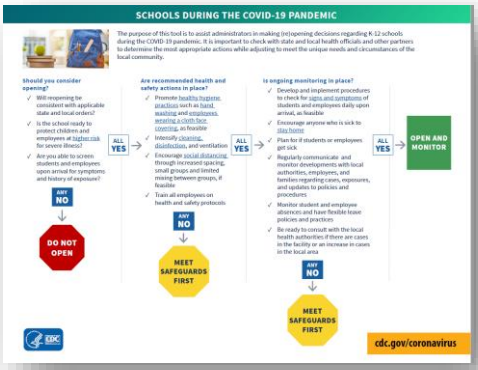


https://www.cdc.gov/coronavirus/2019-ncov/community/schools-day-camps.html

Schools Decision Tool

Public Health Considerations for Reopening Schools During the COVID-19 Pandemic

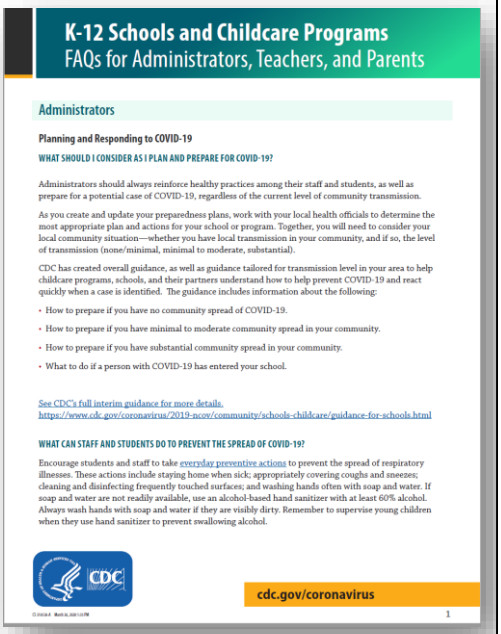
https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools-decision-tool.html



K-12 Schools and Child Care Programs

FAQs for Administrators, Teachers, and Parents (June 3, 2020)

https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools-faq.html?deliveryName=USCDC_2067-DM29945



K-12 Schools and Childcare Programs
FAQs for Administrators, Teachers, and Parents

Administrators

Planning and Responding to COVID-19

WHAT SHOULD I CONSIDER AS I PLAN AND PREPARE FOR COVID-19?

Administrators should always reinforce healthy practices among their staff and students, as well as prepare for a potential case of COVID-19, regardless of the current level of community transmission.

As you create and update your preparedness plans, work with your local health officials to determine the most appropriate plan and actions for your school or program. Together, you will need to consider your local community situation—whether you have local transmission in your community, and if so, the level of transmission (none/minimal, minimal to moderate, substantial).

CDC has created overall guidance, as well as guidance tailored for transmission level in your area to help childcare programs, schools, and their partners understand how to help prevent COVID-19 and react quickly when a case is identified. The guidance includes information about the following:

- How to prepare if you have no community spread of COVID-19.
- How to prepare if you have minimal to moderate community spread in your community.
- How to prepare if you have substantial community spread in your community.
- What to do if a person with COVID-19 has entered your school.

See CDC's full interim guidance for more details.
https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html

WHAT CAN STAFF AND STUDENTS DO TO PREVENT THE SPREAD OF COVID-19?

Encourage students and staff to take everyday preventive actions to prevent the spread of respiratory illnesses. These actions include staying home when sick; appropriately covering coughs and sneezes; cleaning and disinfecting frequently touched surfaces; and washing hands often with soap and water. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if they are visibly dirty. Remember to supervise young children when they use hand sanitizer to prevent swallowing alcohol.

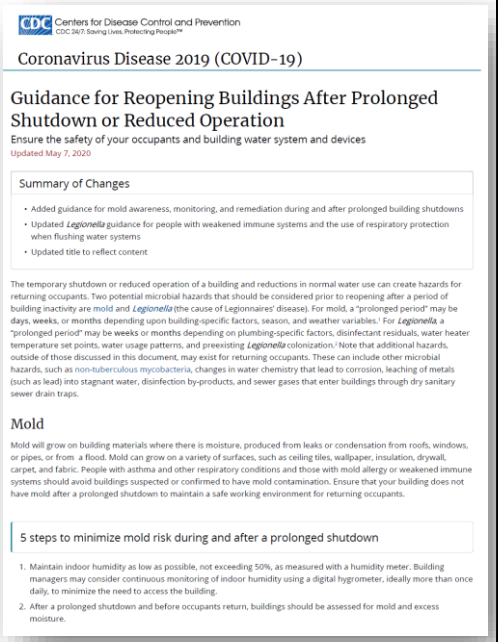
CDC

cdc.gov/coronavirus

1

Guidelines for Reopening Buildings after Prolonged Shutdown or Reduced Operation

https://www.cdc.gov/coronavirus/2019-ncov/php/building-water-system.html



CDC Centers for Disease Control and Prevention
CDC 24/7: Saving Lives, Protecting People™

Coronavirus Disease 2019 (COVID-19)

Guidance for Reopening Buildings After Prolonged Shutdown or Reduced Operation

Ensure the safety of your occupants and building water system and devices

Updated May 7, 2020

Summary of Changes

- Added guidance for mold awareness, monitoring, and remediation during and after prolonged building shutdowns
- Updated *Legionella* guidance for people with weakened immune systems and the use of respiratory protection when flushing water systems
- Updated title to reflect content

The temporary shutdown or reduced operation of a building and reductions in normal water use can create hazards for returning occupants. Two potential microbial hazards that should be considered prior to reopening after a period of building inactivity are mold and *Legionella* (the cause of Legionnaires' disease). For mold, a "prolonged period" may be days, weeks, or months depending upon building-specific factors, season, and weather variables.[1] For *Legionella*, a "prolonged period" may be weeks or months depending on plumbing-specific factors, disinfectant residuals, water heater temperature set points, water usage patterns, and preexisting *Legionella* colonization.[2] Note that additional hazards, outside of those discussed in this document, may exist for returning occupants. These can include other microbial hazards, such as non-tuberculous mycobacteria, changes in water chemistry that lead to corrosion, leaching of metals (such as lead) into stagnant water, disinfection by-products, and sewer gases that enter buildings through dry sanitary sewer drain traps.

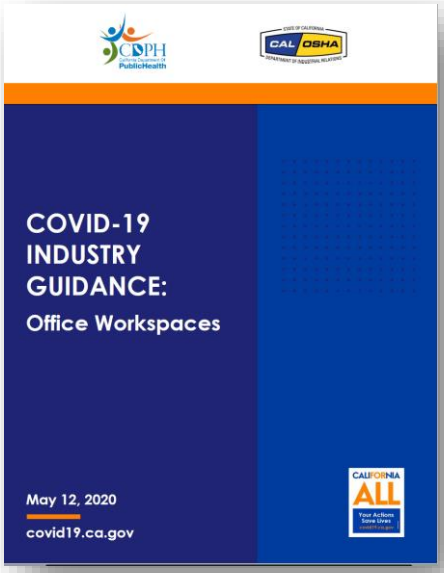
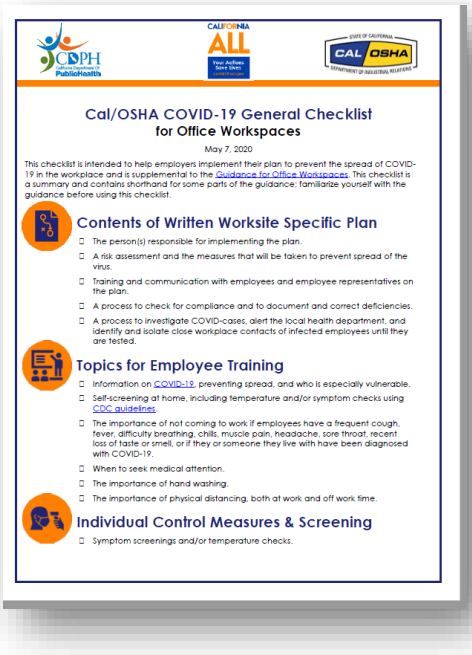
Mold

Mold will grow on building materials where there is moisture, produced from leaks or condensation from roofs, windows, or pipes, or from a flood. Mold can grow on a variety of surfaces, such as ceiling tiles, wallpaper, insulation, drywall, carpet, and fabric. People with asthma and other respiratory conditions and those with mold allergy or weakened immune systems should avoid buildings suspected or confirmed to have mold contamination. Ensure that your building does not have mold after a prolonged shutdown to maintain a safe working environment for returning occupants.

5 steps to minimize mold risk during and after a prolonged shutdown

1. Maintain indoor humidity as low as possible, not exceeding 50%, as measured with a humidity meter. Building managers may consider continuous monitoring of indoor humidity using a digital hygrometer, ideally more than once daily, to minimize the need to access the building.
2. After a prolonged shutdown and before occupants return, buildings should be assessed for mold and excess moisture.

WORKPLACE INDUSTRY GUIDANCE AND CHECKLISTS

COVID-19 Industry Guidance: Office Workspaces https://covid19.ca.gov/pdf/guidance-office-workspaces.pdf	
Cal/OSHA COVID-19 General Checklist for Office Workplaces https://covid19.ca.gov/pdf/checklist-office-workspaces.pdf	

POLICIES – RECOMMENDED BEST PRACTICES

THE FOLLOWING IS A LIST OF POLICIES THAT SHOULD BE CONSIDERED:

- Cleaning and Disinfecting
- Social Distancing
- Testing Employees for COVID-19
- Temperature Testing and Screening for Symptoms Associated with COVID-19
- Employer Notification of Potential COVID-19 Positive
- Use and Disclosure of Confidential Medical Information Related to COVID-19
- Accommodation of Employees Who are at High-Risk of Severe Illness from COVID-19
- Employee Leave and Compensation Under the Families First Coronavirus Response Act
- Employee Negative Leave Accrual
- Telecommuting/Working Remotely

For community colleges districts that work with Liebert, Cassidy & Whitmore (LCW), assistance with policy development is available. LCW offers a draft telecommuting policy free of charge.

For K-12 districts, CSBA provides resources including template policies and policy development.

Consult with your legal counsel to determine which policies are recommended for your organization.

Policies, procedures, acknowledgment and other important documents can be easily uploaded and sent electronically to employees through Keenan SafeSchools, KeenanSafeColleges and Keenan SafePersonnel as a policy course. This feature allows employers to maintain an electronic record of employees acknowledgment of receiving and reading important information.

Policy courses can be bundled together, and assigned with, relevant training courses through our custom course builder. For more information contact your Keenan Account Manager.

EMPLOYEE TRAINING

Cal-OSHA requires employers to protect employees from workplace exposures, which includes COVID-19 (https://www.dir.ca.gov/dosh/coronavirus/General-Industry.html).

Provide Employee Training

Provide training in a language that is readily understandable by all employees on the following topics:

- 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:
    - CDC guidelines that everyone should use cloth face covers when around other persons.
    - How cloth face covers can help protect persons around the user when combined with physical distancing and frequent hand washing.
    - Information that cloth face covers are not protective equipment and do not protect the person wearing a cloth face cover from COVID-19.
    - 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. As noted above, Executive Order N-51-20 requires that employees working in food facilities (as defined by the California Retail Food Code) must be permitted to wash their hands every 30 minutes and additionally, as needed.
- Avoiding touching eyes, nose, and mouth with unwashed hands.
- Avoiding sharing personal items with co-workers (i.e., dishes, cups, utensils, towels.
- 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.

COVID-19 TRAINING BUNDLE

- **Coronavirus Awareness (9:04)**
  - Learning objectives:
    - Identify how COVID-19 spreads
    - Recognize its symptoms
    - Explain how to prevent and treat the virus
      - Cough/sneeze etiquette
      - Hand hygiene
      - Avoiding contact with sick persons
      - Avoid touching eyes, nose and mouth
      - Avoid sharing personal items

      } Meets Cal/OSHA Recommendations
    - Determine what to do if you become sick with COVID-19
- **Coronavirus Preparing Your Household (7:07)**
  - Learning Objectives (emphasizes CDC):
    - Identify actions you should take before an outbreak occurs in your community
    - Identify actions you should execute during an outbreak (reinforces Cal/OSHA Recommendations)
    - Identify actions you should take after an outbreak occurs
- **Coronavirus Managing Mental Stress and Anxiety (8:53)**
  - Learning objectives:
    - Define stress and anxiety
    - Identify common signs and symptoms
    - Explain how to reduce stress for yourself and others
- **Coronavirus Transitioning to a Remote Workforce (7:19)**
  - Learning objectives:
    - List best practices for leadership when transitioning to a remote work force
    - List best practices for working remotely
    - Identify pitfalls to avoid during the transition
- **Coronavirus Cleaning and Disenfecting Your Workplace (8:20)**
  - Learning objectives (emphasizes CDC):
    - Identify the differences between cleaning and disinfection
    - Identify best practices for cleaning and disinfecting
    - Identify PPE and hand hygiene best practices
      - Note: reference that employers should train on PPE (when to use, how to use, how to remove, disposal) and on BBP. Consider assigning additional KSS/KSC/KSP PPE and BBP courses.
- **Coronavirus CDC Guidelines for Making and Wearing a Cloth Face Covering (7:40)**
  - Learning objectives:
    - List the steps for creating a sewn cloth face covering
    - List the steps for creating a non-sewn cloth face covering
    - Identify best practices for searing a cloth face covering
- **Reopening Your Organization (6:32)**
  - Learning objectives:
    - Emphasizing the importance of being consistent with state and local orders
    - Discusses the importance of being ready to protect employees at a high risk for serious illness

ADDITIONAL TRAINING TOPICS

Eye & Face Protection (12 minutes)

To help prevent employee injuries, the Occupational Safety and Health Administration (OSHA) has developed specific standards to ensure proper eye and face protection. The goal of the KSC *Eye & Face Protection* course is to provide employees with a basic understanding of eye and face protection. You will learn the importance of training and retraining, ways to recognize workplace hazards, the safe use of personal protective equipment (PPE), and procedures to protect you from eye and facial injuries. Course is available in English and Spanish.

Personal Protective Equipment (PPE) – 15 minutes

This course covers the basics of hazard assessments to determine required PPE as well as various types of PPE. Available in English and Spanish. Updated 9/9/17.

Bloodborne Pathogens (18 minutes-full course) Updated 12/12/19

Keenan SafeColleges' *Bloodborne Pathogens: Exposure Prevention* course introduces the type, statistics and scope of the disease; guidelines for the cleanup and handling of potentially infectious wastes or contaminated materials; the risks associated with workers exposed to BBPs (including vaccination and reporting information); and delivers training designed to emphasis the practices of proper exposure control. The course contains specific references to OSHA regulation 29 CFR 1910.1030 with Internet links to the OSHA and CDC web sites.

Common Illness Prevention (13 minutes)

The goal of Keenan SafeColleges Training *Common Illness Prevention* course is to provide staff with information on common communicable diseases and how to prevent and manage them. This course covers facts about communicable diseases, how illnesses spread, public health laws, and how to prevent the spreading of common illnesses

Pandemic Flu (20 minutes)

Pandemic Flu is designed to educate all campus workers on the threat of Pandemic Flu. The course explores both the evolution and history of pandemics. It includes an explanation of the various phases of pandemic as recognized by the World Health Organization (WHO). Another section explores in more detail Swine Flu and the H1N1 strain. The course concludes with numerous practical considerations for campus workers to help reduce the threat of pandemic flu.

Foodborne Illnesses (19 minutes)

This is a tutorial designed to train campus food service workers on how to prevent contamination from foodborne bacteria and parasites. (Updated 03/03/19).

Food Safety and Kitchen Sanitation (13 minutes)

This course aims to instruct employees in proper cleaning techniques and personal hygiene practices relating to kitchen sanitation and food safety. The tutorial, which is broken up into segments permitting the learner to complete the course at his/her own pace, allows staff to gain a comprehensive understanding of some of the basic issues related to food safety and kitchen sanitation. (Updated 6/6/15)

Food Service Equipment: Sanitation (22 minutes)

The proper cleaning and care of campus kitchen equipment can make the difference between having a safe and healthy work area and food supply, and an unhealthy workplace with an unsafe food supply. Keenan's SafeColleges' *Food Service Equipment: Sanitation* course is designed to provide food service employees with information about sanitation practices that will keep the equipment in your kitchen safe from contamination. (Updated 6/6/18)

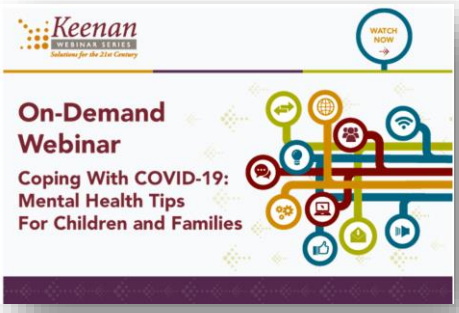
Safety Data Sheets (28 minutes)

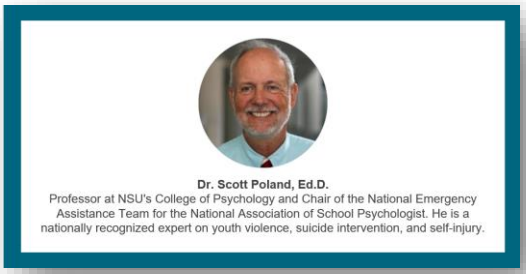
The Keenan SafeColleges *Safety Data Sheets* course provides staff with an understanding of Safety Data Sheets (SDSs) as they relate to hazardous chemicals and the knowledge to use the information found in SDSs to protect themselves and others on the campus. Course covers: understanding how SDSs are organized and why they're necessary for hazardous chemicals, identification of the different sections of an SDS and the information found in each, and familiarization with the GHS requirements and how they will affect SDSs. Also available in Spanish.

Stress Management (29 minutes)

It may not be possible to avoid stress in your life, but it is possible to manage and to reduce stress. Without stress management, you may remain on high alert which can affect your health, your relationships, and your ability to concentrate on the tasks at hand. The goal of Keenan SafeColleges *Stress Management* course is to provide information you can use to manage and to reduce stress in your life.

KEENAN ON DEMAND WEBINARS





Keenan has partnered with Dr. Scott Poland to deliver a webinar series to share mental health coping strategies for school personnel, children, families and mental health professionals. Look for announcements to attend the webinar lives. They will also be recorded available "on demand" on Keenan.com

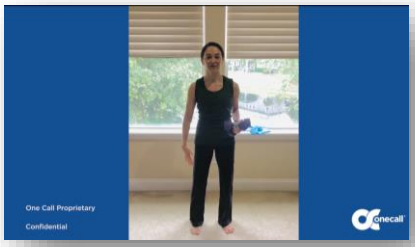
https://www.keenan.com/Knowledge-Center/Webinars

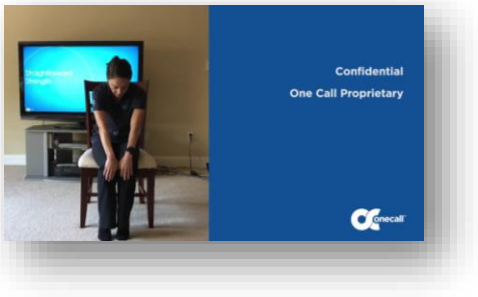
COVID-19 MENTAL HEALTH WEBINAR SERIES

- Coping with COVID-19 Mental Health Tips for Children and Families (May 2020) **available now**
- Managing Summer during COVID 19 Restrictions for Students and Families (June 23, 2020) **available now**
- Preparing K12 Staff for the Reopening of School Districts (July 22, 2020 - 10am-11am)
- Preparing Students and Parents for Returning to School for Parents and School Personnel (August 2020)
- Coping with what is the "New Normal" in a World with COVID 19 for Parents, School Personnel and Mental Health Professionals (September 2020)
- Coping with new developments with COVID-19 especially with regards to academic issues and a potential need for a return to virtual learning for Parents, School Personnel and Mental Health Professionals (October 2020)

INJURY PREVENTION THROUGH PHYSICAL CONIDITIOING

Through our partnership with OneCall, an industry leader in ancillary services for workers' compensation, we are pleased to offer a series of short training videos to help employees transition from may have been a more sedentary remote working environment to in their regular work setting. These courses were designed by medical professionals to help employees strengthen their upper and lower bodies, backs, abdominals and overall wellness. This series is designed to help employee condition their bodies to prevent injuries when returning to work.

Injury Prevention through Physical Conditioning: Upper Body	
Injury Prevention through Physical Conditioning: Lower Body	
Injury Prevention through Physical Conditioning: Healthy Back	
Injury Prevention through Physical Conditioning: Ab Exercises	

Injury Prevention through Physical Conditioning: Wellness	

CLEANING AND DISINFECTING INFORMATION AND REFERENCE MATERIAL

Resources:

CASH Webinar "Maintenance and Operations Part Two – Sanitizing, Disinfecting Playground, Athletic and Large Assembly/Indoor Facilities" May 28, 2020

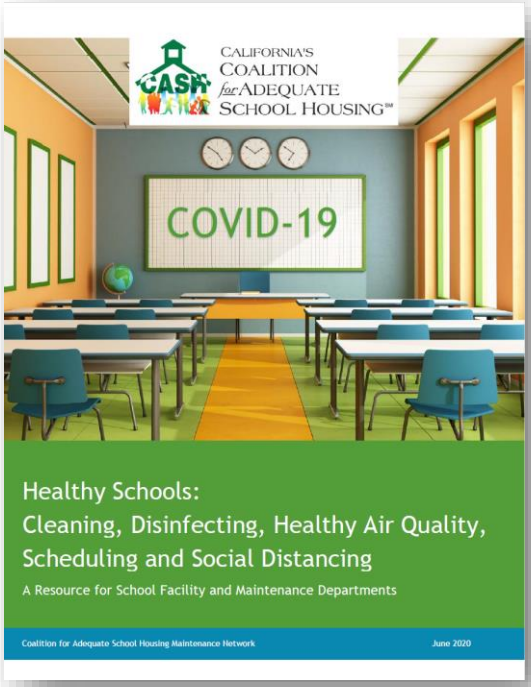
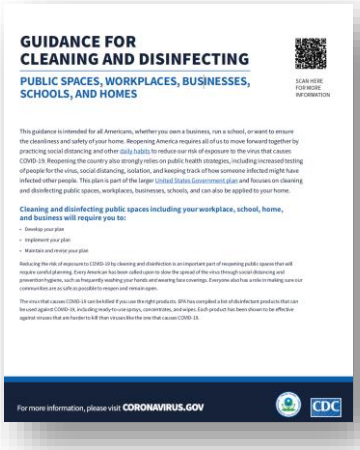
https://www.youtube.com/watch?v=Mv7fVfBrsto&feature=youtu.be

CDC Webpage - Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes

https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html

EPA - Disinfectants to use against the virus that causes COVID-19

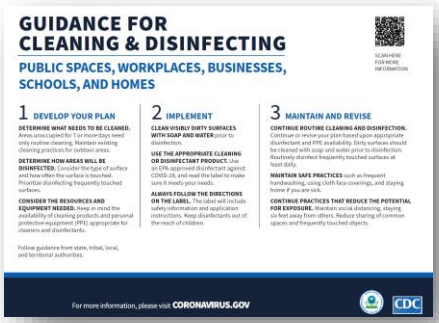
https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

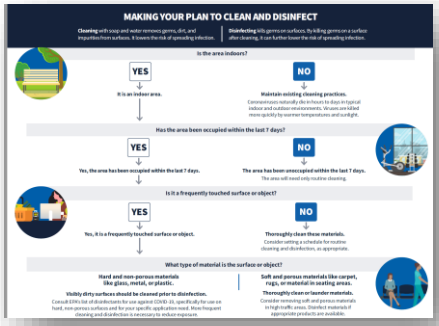
California Coalition for Adequate School Housing (CASH) Healthy Schools: Cleaning, Disinfecting, Healthy Air Quality, Scheduling and Social Distancing http://www.cashnet.org/wp-content/uploads/2020/06/0616020-CASH-CMN-Healthy-Schools-Resource.pdf	
EPA and CDC Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools and Homes https://www.epa.gov/sites/production/files/2020-04/documents/316485-c_reopeningamerica_guidance_4.19_6pm.pdf	

EPA and CDC Cleaning and Disinfecting Decision Tool

https://www.cdc.gov/coronavirus/2019-ncov/community/cleaning-disinfecting-decision-tool.html

https://www.epa.gov/sites/production/files/2020-04/documents/316485-b_reopeningamerica_combo_placard_infographic_4.19_6pm.pdf



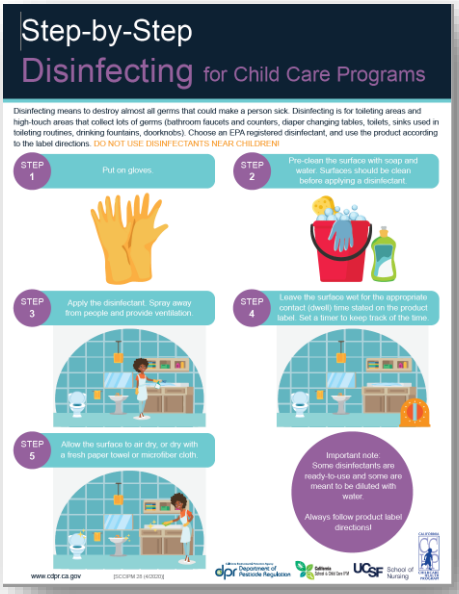


CDC Cleaning and Disinfecting your Facility

https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

https://www.cdc.gov/coronavirus/2019-ncov/prepare/disinfecting-building-facility-H.pdf

Department of Pesticide Regulations – Reminders for Using Disinfectants at Schools and Child Cares https://apps.cdpr.ca.gov/schoolipm/pubs/reminders_for_using_disinfectants.pdf	
EPA's Six Steps for Safe & Effective Disinfectant Use https://www.epa.gov/pesticide-registration/six-steps-safe-effective-disinfectant-use	

Step by Step Disinfection for Child Care Programs https://www.cdpr.ca.gov/docs/schoolipm/training/step-by-step_cleaning_for_child_care_providers.pdf	
Step by Step Sanitizing for Child Care Programs https://www.cdpr.ca.gov/docs/schoolipm/training/step-by-step_cleaning_for_child_care_providers.pdf	

CLEANING AND DISINFECTING – WHEN IS INTEGRATED PEST MANAGEMENT TRAINING REQUIRED?

California Department of Pesticide Regulations

https://www.cdpr.ca.gov/docs/schoolipm/school_ipm_law/disinfectant_training.pdf

Keenan SafeSchools Training

Keenan SafeColleges Training

Integrated Pest Management (60 minutes) *DPR Approved Course

Integrated Pest Management (IPM) is a safer – and usually less costly – option for effective pest management for a school campus. In fact, the Environmental Protection Agency (EPA) has recommended that schools use Integrated Pest Management to reduce pesticide risk and exposure to children. The goal of the Keenan SafeSchools' *Integrated Pest Management* course is to familiarize school staff members with the principles of an effective IPM program as well as the steps they can take to implement an IPM program in their school. Available in English and Spanish.

	IPM For Teachers and Office Staff (20 minutes) *DPR Approved Course *Integrated Pest Management* (IPM) for Teachers and Office Staff is a course for anyone (non-custodial/maintenance/operations) who is using an antimicrobial wipe to clean classrooms, desks, office environments, etc. The goal of the Keenan SafeSchools' *Integrated Pest Management* course is to familiarize teachers and other staff members with the principles of an effective IPM program as well as the steps they can take to clean/wipe classrooms down in their school.

CLEANING AND DISINFECTING VENDORS

ATI – American Technologies, Inc

Disaster Recovery Services

2688 Westhills Court

Simi Valley, Ca 93065

Drew Wendland, Regional Manager

818-700-5060 x1320

808-821-4615 (cell)

Drew.wendland@atirestoration.com

www.ATIrestoration.com

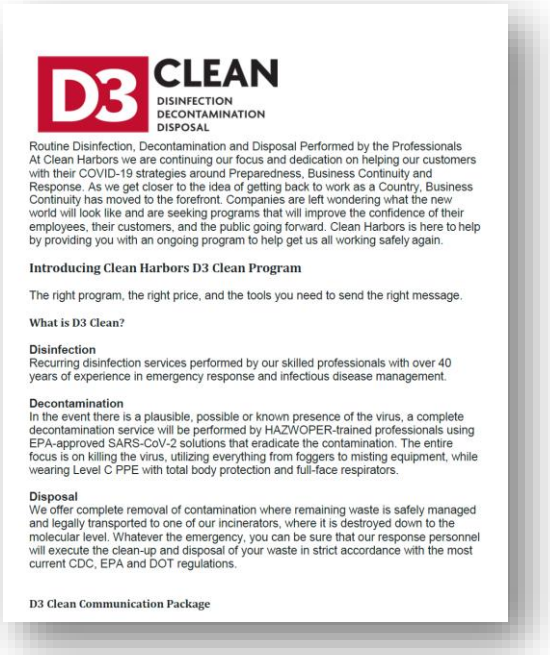
Clean Harbors

24 Hour Coronavirus Hotline

855-487-7221

deconservices@cleanharbors.com

https://www.cleanharbors.com/



D3 CLEAN
DISINFECTION
DECONTAMINATION
DISPOSAL

Routine Disinfection, Decontamination and Disposal Performed by the Professionals
At Clean Harbors we are continuing our focus and dedication on helping our customers with their COVID-19 strategies around Preparedness, Business Continuity and Response. As we get closer to the idea of getting back to work as a Country, Business Continuity has moved to the forefront. Companies are left wondering what the new world will look like and are seeking programs that will improve the confidence of their employees, their customers, and the public going forward. Clean Harbors is here to help by providing you with an ongoing program to help get us all working safely again.

Introducing Clean Harbors D3 Clean Program

The right program, the right price, and the tools you need to send the right message.

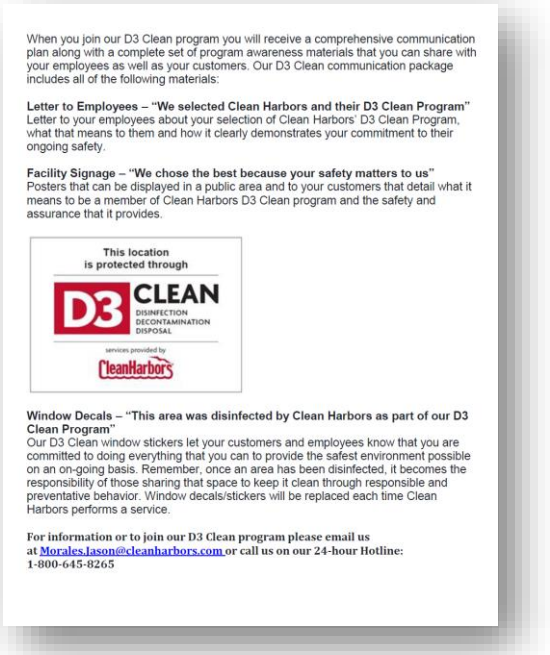
What is D3 Clean?

Disinfection
Recurring disinfection services performed by our skilled professionals with over 40 years of experience in emergency response and infectious disease management.

Decontamination
In the event there is a plausible, possible or known presence of the virus, a complete decontamination service will be performed by HAZWOPER-trained professionals using EPA-approved SARS-CoV-2 solutions that eradicate the contamination. The entire focus is on killing the virus, utilizing everything from foggers to misting equipment, while wearing Level C PPE with total body protection and full-face respirators.

Disposal
We offer complete removal of contamination where remaining waste is safely managed and legally transported to one of our incinerators, where it is destroyed down to the molecular level. Whatever the emergency, you can be sure that our response personnel will execute the clean-up and disposal of your waste in strict accordance with the most current CDC, EPA and DOT regulations.

D3 Clean Communication Package



When you join our D3 Clean program you will receive a comprehensive communication plan along with a complete set of program awareness materials that you can share with your employees as well as your customers. Our D3 Clean communication package includes all of the following materials:

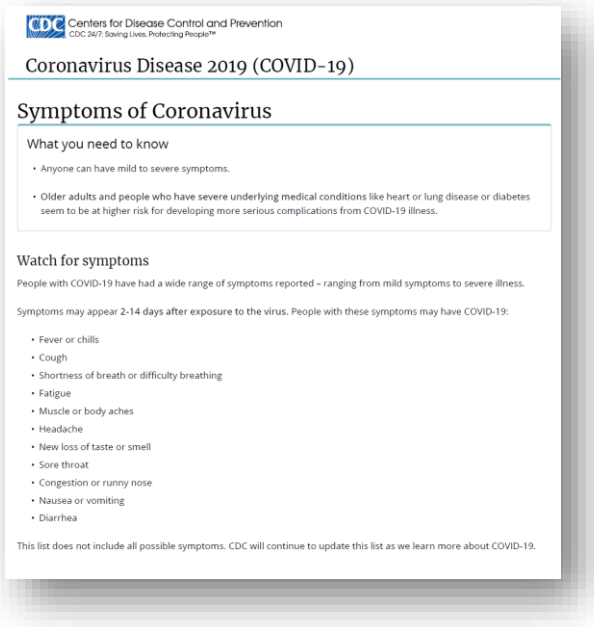
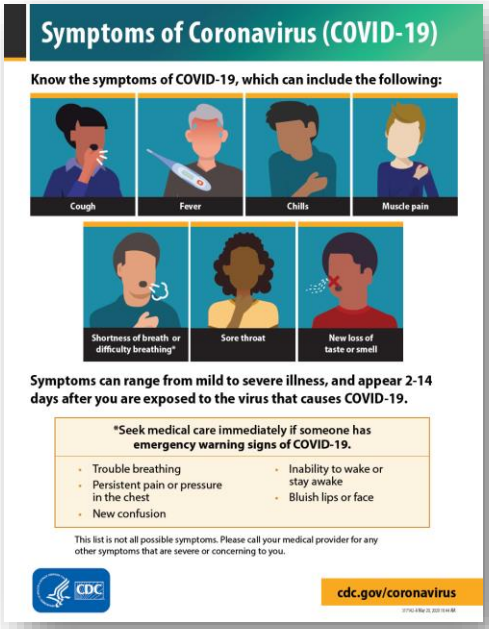
Letter to Employees – "We selected Clean Harbors and their D3 Clean Program"
Letter to your employees about your selection of Clean Harbors' D3 Clean Program, what that means to them and how it clearly demonstrates your commitment to their ongoing safety.

Facility Signage – "We chose the best because your safety matters to us"
Posters that can be displayed in a public area and to your customers that detail what it means to be a member of Clean Harbors D3 Clean program and the safety and assurance that it provides.

Window Decals – "This area was disinfected by Clean Harbors as part of our D3 Clean Program"
Our D3 Clean window stickers let your customers and employees know that you are committed to doing everything that you can to provide the safest environment possible on an on-going basis. Remember, once an area has been disinfected, it becomes the responsibility of those sharing that space to keep it clean through responsible and preventative behavior. Window decals/stickers will be replaced each time Clean Harbors performs a service.

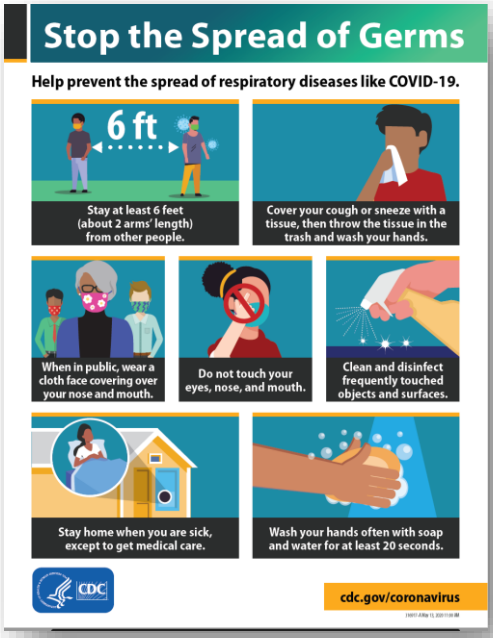
For information or to join our D3 Clean program please email us at Morales.Jason@cleanharbors.com or call us on our 24-hour Hotline: 1-800-645-8265

HEALTH SCREENING INFORMATION AND RESOURCES

CDC – Symptoms of Coronavirus https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html	
Symptoms of Coronavirus (COVID-19) https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms.pdf	

Stop the Spread of Germs

https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf



Prevent the Spread of COVID-19

If You are Sick

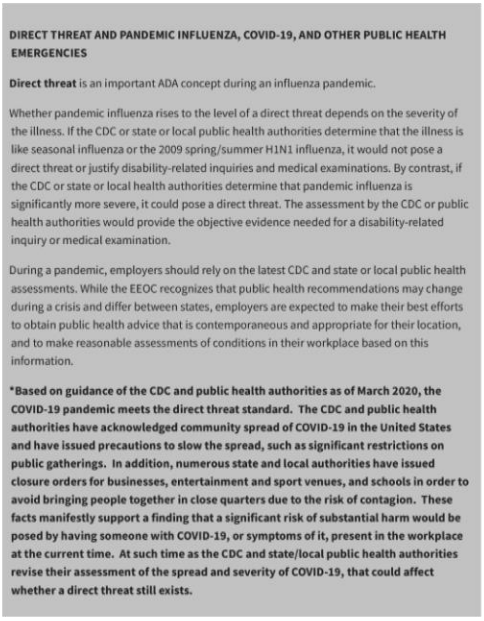
https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf

EEOC Guidelines on Temperature Checks

The EEOC Pandemic Preparedness in the Workplace and the Americans with Disabilities Act Guidance, updated March 21, 2020

https://www.eeoc.gov/laws/guidance/pandemic-preparedness-workplace-and-americans-disabilities-act

***Important to check for updates**



DIRECT THREAT AND PANDEMIC INFLUENZA, COVID-19, AND OTHER PUBLIC HEALTH EMERGENCIES

Direct threat is an important ADA concept during an influenza pandemic.

Whether pandemic influenza rises to the level of a direct threat depends on the severity of the illness. If the CDC or state or local public health authorities determine that the illness is like seasonal influenza or the 2009 spring/summer H1N1 influenza, it would not pose a direct threat or justify disability-related inquiries and medical examinations. By contrast, if the CDC or state or local health authorities determine that pandemic influenza is significantly more severe, it could pose a direct threat. The assessment by the CDC or public health authorities would provide the objective evidence needed for a disability-related inquiry or medical examination.

During a pandemic, employers should rely on the latest CDC and state or local public health assessments. While the EEOC recognizes that public health recommendations may change during a crisis and differ between states, employers are expected to make their best efforts to obtain public health advice that is contemporaneous and appropriate for their location, and to make reasonable assessments of conditions in their workplace based on this information.

***Based on guidance of the CDC and public health authorities as of March 2020, the COVID-19 pandemic meets the direct threat standard. The CDC and public health authorities have acknowledged community spread of COVID-19 in the United States and have issued precautions to slow the spread, such as significant restrictions on public gatherings. In addition, numerous state and local authorities have issued closure orders for businesses, entertainment and sport venues, and schools in order to avoid bringing people together in close quarters due to the risk of contagion. These facts manifestly support a finding that a significant risk of substantial harm would be posed by having someone with COVID-19, or symptoms of it, present in the workplace at the current time. At such time as the CDC and state/local public health authorities revise their assessment of the spread and severity of COVID-19, that could affect whether a direct threat still exists.**

EEOC Guidelines on Temperature Checks and Antibody Testing *June 17, 2020*

https://www.eeoc.gov/wysk/what-you-should-know-about-covid-19-and-ada-rehabilitation-act-and-other-eeo-laws

The EEOC clarifies that employers may take temperature checks but recommends employers obtain written consent from employees before requiring mandatory testing. EEOC also clarifies that employers may not require anti-body testing.

***Important to check for updates**

U.S. Equal Employment Opportunity Commission

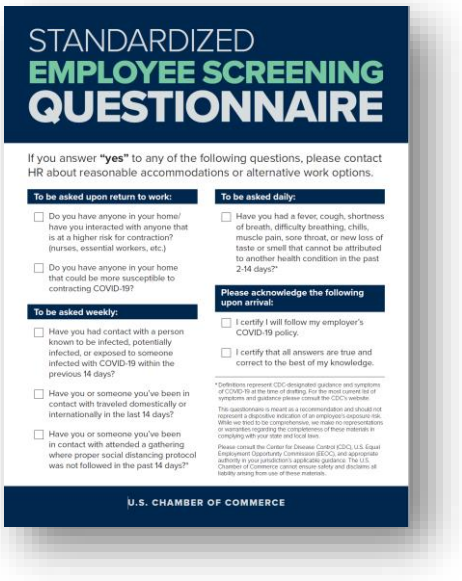
What You Should Know About COVID-19 and the ADA, the Rehabilitation Act, and Other EEO Laws

Technical Assistance Questions and Answers - Updated on June 17, 2020

- *All EEOC materials related to COVID-19 are collected at www.eeoc.gov/coronavirus.*
- The EEOC enforces workplace anti-discrimination laws, including the Americans with Disabilities Act (ADA) and the Rehabilitation Act (which include the requirement for reasonable accommodation and non-discrimination based on disability, and rules about employer medical examinations and inquiries), Title VII of the Civil Rights Act (which prohibits discrimination based on race, color, national origin, religion, and sex, including pregnancy), the Age Discrimination in Employment Act (which prohibits discrimination based on age, 40 or older), and the Genetic Information Nondiscrimination Act. Note: Other federal laws, as well as state or local laws, may provide employees with additional protections.
- Title I of the ADA applies to private employers with 15 or more employees. It also applies to state and local government employers, employment agencies, and labor unions. All nondiscrimination standards under Title I of the ADA also apply to federal agencies under Section 501 of the Rehabilitation Act.
- The EEO laws, including the ADA and Rehabilitation Act, continue to apply during the time of the COVID-19 pandemic, but they do not interfere with or prevent employers from following the guidelines and suggestions made by the CDC or state/local public health authorities about steps employers should take regarding COVID-19. **Employers should remember that guidance from public health authorities is likely to change as the COVID-19 pandemic evolves. Therefore, employers should continue to follow the most current information on maintaining workplace safety.**

US Chamber of Commerce Standardized Employee Screening Questionnaire

https://www.uschamber.com/sites/default/files/coronavirus_employeequestionnaire_final.pdf



STANDARDIZED
EMPLOYEE SCREENING
QUESTIONNAIRE

If you answer **"yes"** to any of the following questions, please contact HR about reasonable accommodations or alternative work options.

To be asked upon return to work:

- ☐ Do you have anyone in your home/ have you interacted with anyone that is at a higher risk for contraction? (nurses, essential workers, etc.)
- ☐ Do you have anyone in your home that could be more susceptible to contracting COVID-19?

To be asked weekly:

- ☐ Have you had contact with a person known to be infected, potentially infected, or exposed to someone infected with COVID-19 within the previous 14 days?
- ☐ Have you or someone you've been in contact with traveled domestically or internationally in the last 14 days?
- ☐ Have you or someone you've been in contact with attended a gathering where proper social distancing protocol was not followed in the past 14 days?*

To be asked daily:

- ☐ Have you had a fever, cough, shortness of breath, difficulty breathing, chills, muscle pain, sore throat, or new loss of taste or smell that cannot be attributed to another health condition in the past 2-14 days?*

Please acknowledge the following upon arrival:

- ☐ I certify I will follow my employer's COVID-19 policy.
- ☐ I certify that all answers are true and correct to the best of my knowledge.

*Definitions represent CDC-designated guidance and symptoms of COVID-19 at the time of drafting. For the most current list of symptoms and guidance please consult the CDC's website.

This questionnaire is meant as a recommendation and should not represent a dispositive indication of an employee's exposure risk. While we tried to be comprehensive, we make no representations or warranties regarding the completeness of these materials in complying with your state and local laws.

Please consult the Center for Disease Control (CDC), U.S. Equal Employment Opportunity Commission (EEOC), and appropriate authority in your jurisdiction's applicable guidance. The U.S. Chamber of Commerce cannot ensure safety and disclaims all liability arising from use of these materials.

U.S. CHAMBER OF COMMERCE

HEALTH SCREENINGS AND TEMPERATURE MONITORING VENDORS

Company Nurse

https://www.companynurse.com/covid-19-digital-screening-and-triage-guidance/

Digital Platform- $1.00 per employee per month. Minimum $250/month

This allows for access to digital screening, which is 4-6 questions that the employee answers and then the person gets a "Green" or a "Red" light on their phone which they show to the employer. Green means they are safe to return, red means they are not.

Nurse Triage Platform - $44 per call

This is an option add on. If an employee should get a "red" light /unable to return to work, this offers a nurse triage option for further review. The employee may have received a false "red" for various reasons.

WorkSafe

Daily Health Check

https://www.livesafemobile.com/worksafe/

Three plans available to choose from.

QR Code available for visitors, parents, volunteers to access

GUIDELINES WHEN SOMEONE HAS TESTED POSITIVE OR BEEN AROUND SOMEONE WHO TESTED POSITIVE

When You Can be Around Others After You Had or Likely Had COVID-19 | CDC Page 1 of 2

Centers for Disease Control and Prevention
CDC 24/7: Saving Lives, Protecting People™

Coronavirus Disease 2019 (COVID-19)

When You Can be Around Others After You Had or Likely Had COVID-19

If you have or think you might have COVID-19, it is important to stay home and away from other people. Staying away from others helps stop the spread of COVID-19. If you have an emergency warning sign (including trouble breathing), get emergency medical care immediately.

When you can be around others (end home isolation) depends on different factors for different situations.

Find CDC's recommendations for your situation below.

I think or know I had COVID-19, and I had symptoms

You can be with others after

- 3 days with no fever and
- Symptoms improved and
- 10 days since symptoms first appeared

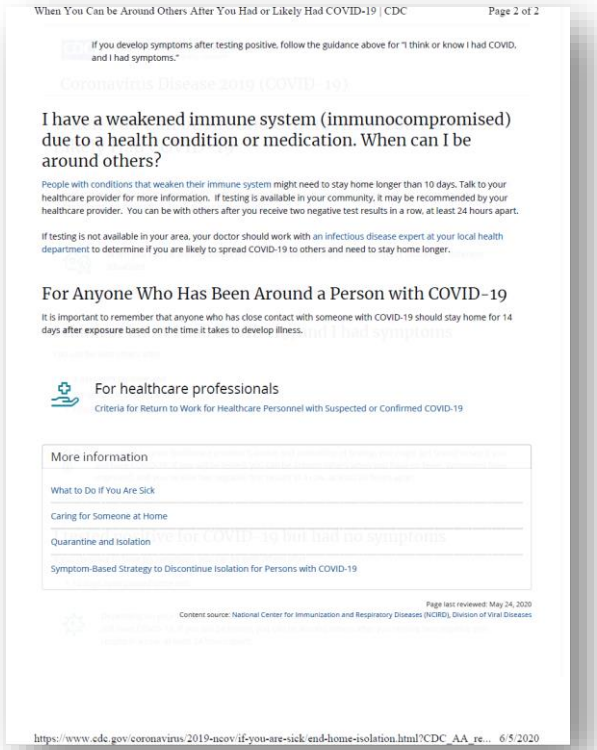
Depending on your healthcare provider's advice and availability of testing, you might get tested to see if you still have COVID-19. If you will be tested, you can be around others when you have no fever, symptoms have improved, and you receive two negative test results in a row, at least 24 hours apart.

I tested positive for COVID-19 but had no symptoms

If you continue to have no symptoms, you can be with others after:

- 10 days have passed since test

Depending on your healthcare provider's advice and availability of testing, you might get tested to see if you still have COVID-19. If you will be tested, you can be around others after you receive two negative test results in a row, at least 24 hours apart.



When You Can be Around Others After You Had or Likely Had COVID-19 | CDC Page 2 of 2

If you develop symptoms after testing positive, follow the guidance above for "I think or know I had COVID, and I had symptoms."

I have a weakened immune system (immunocompromised) due to a health condition or medication. When can I be around others?

People with conditions that weaken their immune system might need to stay home longer than 10 days. Talk to your healthcare provider for more information. If testing is available in your community, it may be recommended by your healthcare provider. You can be with others after you receive two negative test results in a row, at least 24 hours apart.

If testing is not available in your area, your doctor should work with an infectious disease expert at your local health department to determine if you are likely to spread COVID-19 to others and need to stay home longer.

For Anyone Who Has Been Around a Person with COVID-19

It is important to remember that anyone who has close contact with someone with COVID-19 should stay home for 14 days after exposure based on the time it takes to develop illness.

For healthcare professionals

Criteria for Return to Work for Healthcare Personnel with Suspected or Confirmed COVID-19

More information

- What to Do if You Are Sick
- Caring for Someone at Home
- Quarantine and Isolation
- Symptom-Based Strategy to Discontinue Isolation for Persons with COVID-19

Page last reviewed: May 24, 2020
Content source: National Center for Immunization and Respiratory Diseases (NCIRD), Division of Viral Diseases

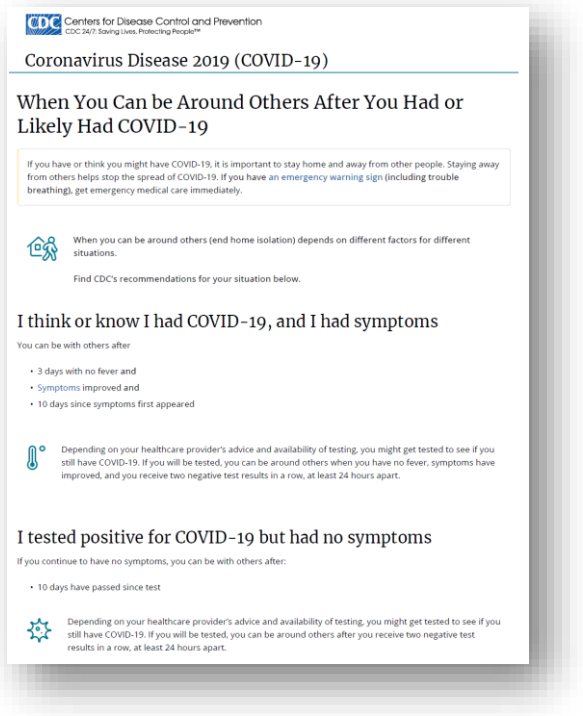
https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html?CDC_AA_re... 6/5/2020

https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprevent-getting-sick%2Fwhen-its-safe.html

CDC Guidelines –

When You Can be Around Others After You Had or Likely Had COVID-19

https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html



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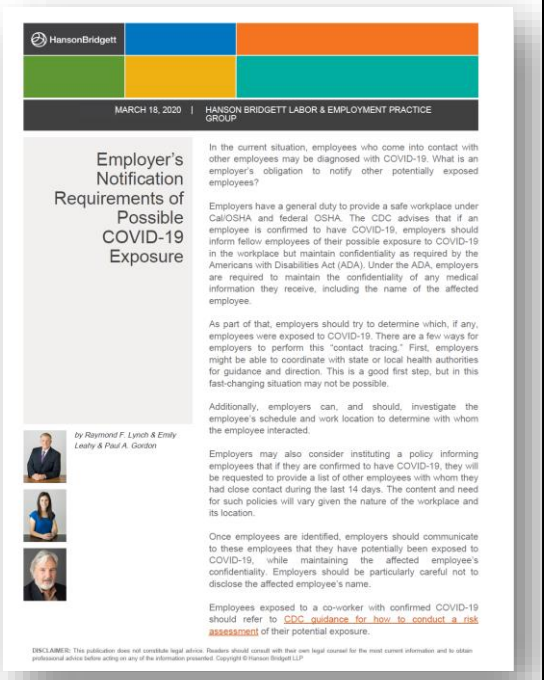
EMPLOYER NOTIFICATION OF A POTENTIAL COVID-19 POSITIVE

Employer's Notification Requirements of Possible COVID-19 Exposure

https://www.hansonbridgett.com/Publications

/articles/2020-03-labor-covid19-exposure-reports



HansonBridgett

MARCH 18, 2020 | HANSON BRIDGETT LABOR & EMPLOYMENT PRACTICE GROUP

Employer's Notification Requirements of Possible COVID-19 Exposure

by Raymond F. Lynch & Emily Leahy & Paul A. Gordon

In the current situation, employees who come into contact with other employees may be diagnosed with COVID-19. What is an employer's obligation to notify other potentially exposed employees?

Employers have a general duty to provide a safe workplace under Cal/OSHA and federal OSHA. The CDC advises that if an employee is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). Under the ADA, employers are required to maintain the confidentiality of any medical information they receive, including the name of the affected employee.

As part of that, employers should try to determine which, if any, employees were exposed to COVID-19. There are a few ways for employers to perform this "contact tracing." First, employers might be able to coordinate with state or local health authorities for guidance and direction. This is a good first step, but in this fast-changing situation may not be possible.

Additionally, employers can, and should, investigate the employee's schedule and work location to determine with whom the employee interacted.

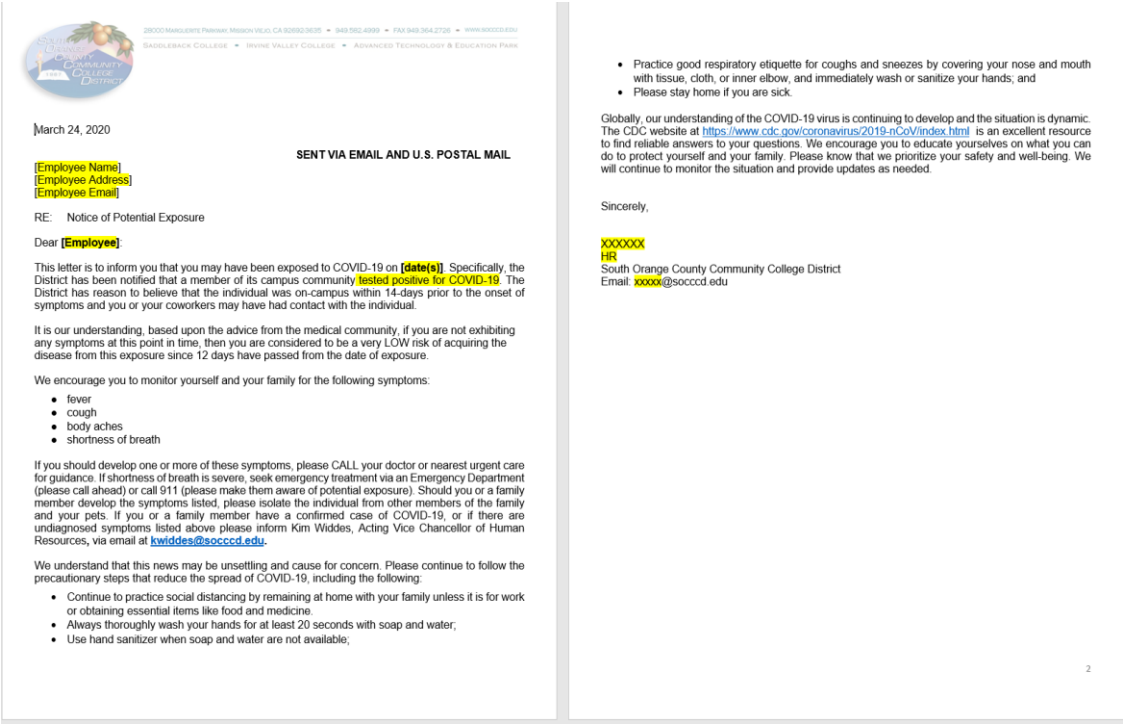
Employers may also consider instituting a policy informing employees that if they are confirmed to have COVID-19, they will be requested to provide a list of other employees with whom they had close contact during the last 14 days. The content and need for such policies will vary given the nature of the workplace and its location.

Once employees are identified, employers should communicate to these employees that they have potentially been exposed to COVID-19, while maintaining the affected employee's confidentiality. Employers should be particularly careful not to disclose the affected employee's name.

Employees exposed to a co-worker with confirmed COVID-19 should refer to CDC guidance for how to conduct a risk assessment of their potential exposure.

DISCLAIMER: This publication does not constitute legal advice. Readers should consult with their own legal counsel for the most current information and to obtain professional advice before acting on any of the information presented. Copyright © Hanson Bridgett LLP

Sample Employer Notification – Shared with Permission from SOCCD



March 24, 2020

SENT VIA EMAIL AND U.S. POSTAL MAIL

[Employee Name]
[Employee Address]
[Employee Email]

RE: Notice of Potential Exposure

Dear **[Employee]**:

This letter is to inform you that you may have been exposed to COVID-19 on **[date(s)]**. Specifically, the District has been notified that a member of its campus community tested positive for COVID-19. The District has reason to believe that the individual was on-campus within 14-days prior to the onset of symptoms and you or your coworkers may have had contact with the individual.

It is our understanding, based upon the advice from the medical community, if you are not exhibiting any symptoms at this point in time, then you are considered to be a very LOW risk of acquiring the disease from this exposure since 12 days have passed from the date of exposure.

We encourage you to monitor yourself and your family for the following symptoms:

- fever
- cough
- body aches
- shortness of breath

If you should develop one or more of these symptoms, please CALL your doctor or nearest urgent care for guidance. If shortness of breath is severe, seek emergency treatment via an Emergency Department (please call ahead) or call 911 (please make them aware of potential exposure). Should you or a family member develop the symptoms listed, please isolate the individual from other members of the family and your pets. If you or a family member have a confirmed case of COVID-19, or if there are undiagnosed symptoms listed above please inform Kim Widdes, Acting Vice Chancellor of Human Resources, via email at kwiddes@socccd.edu.

We understand that this news may be unsettling and cause for concern. Please continue to follow the precautionary steps that reduce the spread of COVID-19, including the following:

- Continue to practice social distancing by remaining at home with your family unless it is for work or obtaining essential items like food and medicine.
- Always thoroughly wash your hands for at least 20 seconds with soap and water;
- Use hand sanitizer when soap and water are not available;
- Practice good respiratory etiquette for coughs and sneezes by covering your nose and mouth with tissue, cloth, or inner elbow, and immediately wash or sanitize your hands; and
- Please stay home if you are sick.

Globally, our understanding of the COVID-19 virus is continuing to develop and the situation is dynamic. The CDC website at https://www.cdc.gov/coronavirus/2019-nCoV/index.html is an excellent resource to find reliable answers to your questions. We encourage you to educate yourselves on what you can do to protect yourself and your family. Please know that we prioritize your safety and well-being. We will continue to monitor the situation and provide updates as needed.

Sincerely,

XXXXXX
HR
South Orange County Community College District
Email: xxxxx@socccd.edu

2

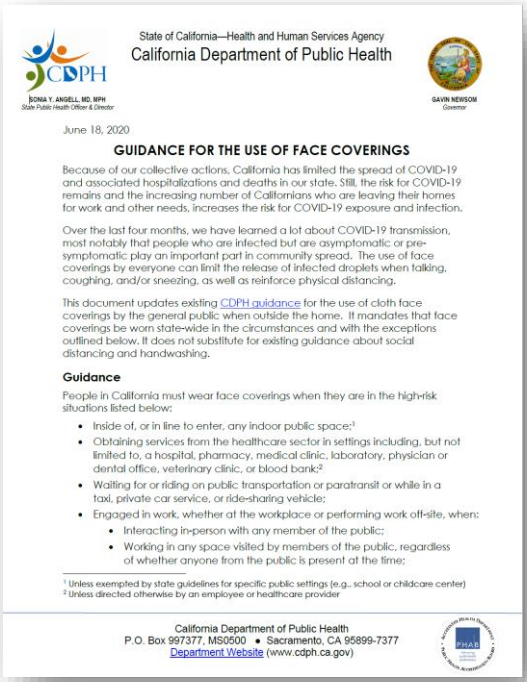
Campus Safety

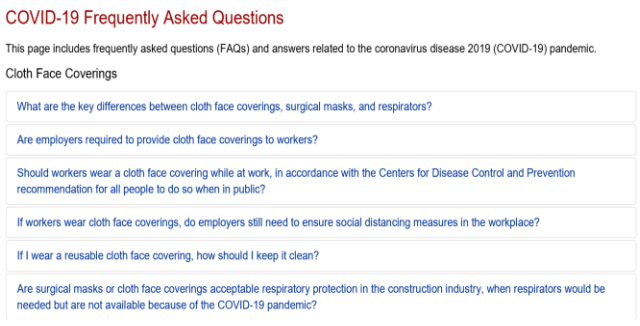
COVID-19 Sample Notifications for K12 and Community Colleges March 31, 2020

https://www.campussafetymagazine.com/notification/covid-19-sample-notifications/?utm_source=newsletter&utm_medium=email&utm_campaign=content&eid=415908699&bid=2618667

FACE COVERINGS AND PROTECTIVE WEAR

INFORMATION AND RESOURCES

CDPH -Guidance for the Use of Face Coverings June 18, 2020 https://www.cdph.ca.gov/Programs/OPA/Pages/NR20-128.aspx	
CDC – Use of Cloth Face Coverings to Help Slow the Spread of COVID-19 https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html	

Cloth Face Covering FAQ's From OSHA https://www.osha.gov/SLTC/covid-19/covid-19-faq.html	
How to Safely Wear and Take Off a Cloth Face Covering **Poster** https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf	

Important Information about Your Face Covering

https://www.cdc.gov/coronavirus/2019-ncov/downloads/fs-Important-information-cloth-face-covering.pdf

Important Information About Your Cloth Face Coverings

Print Resources Web Page: https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html

As COVID-19 continues to spread within the United States, CDC has recommended additional measures to prevent the spread of SARS-CoV-2, the virus that causes COVID-19. In the context of community transmission, CDC recommends that you:

Stay at home as much as possible

6 ft

Practice social distancing (remaining at least 6 feet away from others)

Clean your hands often

In addition, CDC also recommends that everyone wear cloth face coverings when leaving their homes, regardless of whether they have fever or symptoms of COVID-19. This is because of evidence that people with COVID-19 can spread the disease, even when they don't have any symptoms. Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.

How cloth face coverings work

Cloth face coverings may prevent the person wearing the mask from spreading respiratory droplets when talking, sneezing, or coughing. If everyone wears a cloth face covering when out in public, such as going to the grocery store, the risk of exposure to SARS-CoV-2 can be reduced for the community. Since people may spread the virus before symptoms start, or even if people never have symptoms, wearing a cloth face covering may protect others around you. Face coverings worn by others may protect you from getting the virus from people carrying the virus.

General considerations for the use of cloth face coverings

When using a cloth face covering, make sure:

- The mouth and nose are fully covered
- The covering fits snugly against the sides of the face so there are no gaps
- You do not have any difficulty breathing while wearing the cloth face covering
- The cloth face covering can be tied or otherwise secured to prevent slipping

Wash your cloth face covering after each use in the washing machine or by hand using a bleach solution Allow it to completely dry.

For more information, go to: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-make-cloth-face-covering.html

CDC

cdc.gov/coronavirus

WHAT IF AN EMPLOYEE INDICATES THEY CAN'T WEAR A FACE COVERING?

If an employee indicates they have a non-industrial medical condition that prevents them from wearing a face mask, it is highly recommended that you conduct an interactive process with the employee, as they are protected under FEHA. Once you confirm ***why*** the employee is unable to wear the mask (asthma, heart condition, etc.) and the restrictions, you can then confirm if you can accommodate. For instance, can the employee wear a face shield, or take a 10-minute break every hour to go outside and breathe fresh air, or can the employee be placed in an area where they are more than 6 feet to other employees, etc.? Providing the interactive process should assist in preventing an employment practice lawsuit.

In the event an employee suffers an injury (heart attack, respiratory infection, etc.) while in the course of their employment, a workers' compensation claim can be alleged. If the employee chooses to file a w/c claim, the claims' administrator will likely delay and investigate to determine if the condition arose out of employment, during the course of employment (AOE/COE). For example, absent wearing the mask / face shield, would the injury have occurred.

It is highly recommended that you consult with your employment attorney on any decision or practices to ensure consistency. You may also wish to review Michael Sullivan & Associates Disability and Reasonable Accommodations FAQ's.

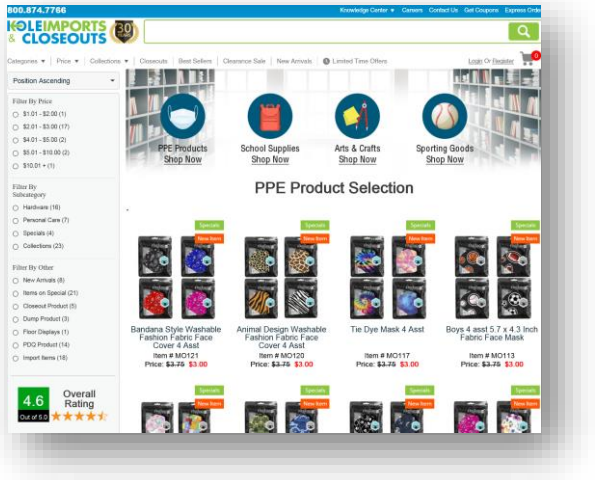
The following is an excerpt from Michael Sullivan's FAQ's that may be helpful:

MAY AN EMPLOYER REQUIRE CERTIFICATION FROM A HEALTH-CARE PROVIDER IF AN EMPLOYEE REQUESTS AN ACCOMMODATION DUE TO COVID-19 ILLNESS?

Yes, and it's important for employers to request it. The law allows an employer to request a certification from a health-care provider stating that the employee has a health condition that requires accommodation and describing the proposed accommodation. If the medical certification doesn't recommend specific restrictions, or the accommodation is vague, the employer should send the certification back to the provider for additional detail. In addition, the employer should engage with the employee to determine whether the condition is, in fact, a disability, and to discuss the essential functions of his or her job, whether he or she can perform them with or without an accommodation, and how long the accommodation should last.

FACE COVERINGS AND PROTECTIVE WEAR

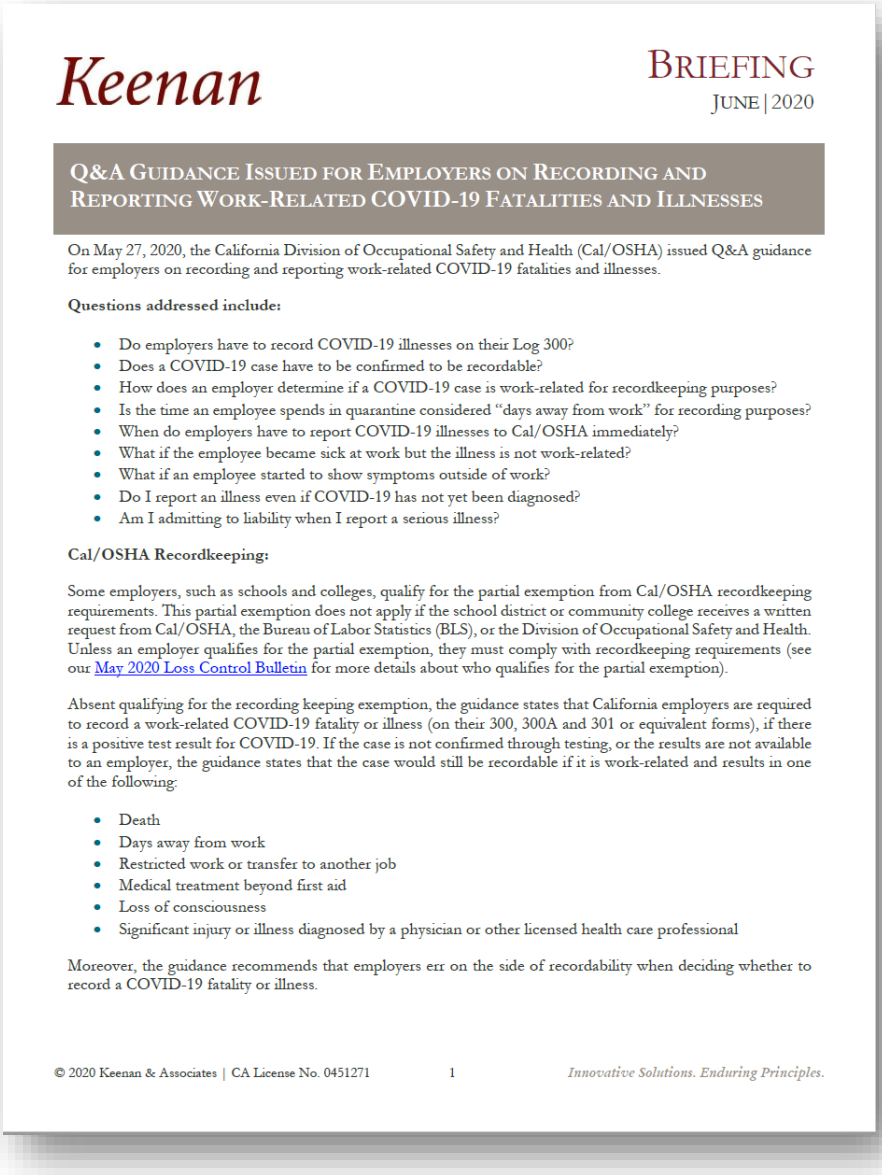
VENDORS

Kole Imports Inc. **24600 Main Street** **Carson, Ca 90745** **800-874-7766** https://www.koleimports.com/academic-ppe ***For Educational Sector discount pricing use the above link.	

CAL/OSHA RECORDKEEPING AND SERIOUS INJURY, ILLNESS & DEATH REPORTING

Briefing: Cal/OSHA Guidance on Recording and Reporting COVID-19

https://www.keenan.com/Resources/Briefings/Briefings-Detail/qa-guidance-issued-for-employers-on-recording-and-reporting-work-related-covid-19-fatalities-and-illnesses



Keenan

BRIEFING
JUNE | 2020

Q&A GUIDANCE ISSUED FOR EMPLOYERS ON RECORDING AND REPORTING WORK-RELATED COVID-19 FATALITIES AND ILLNESSES

On May 27, 2020, the California Division of Occupational Safety and Health (Cal/OSHA) issued Q&A guidance for employers on recording and reporting work-related COVID-19 fatalities and illnesses.

Questions addressed include:

- Do employers have to record COVID-19 illnesses on their Log 300?
- Does a COVID-19 case have to be confirmed to be recordable?
- How does an employer determine if a COVID-19 case is work-related for recordkeeping purposes?
- Is the time an employee spends in quarantine considered "days away from work" for recording purposes?
- When do employers have to report COVID-19 illnesses to Cal/OSHA immediately?
- What if the employee became sick at work but the illness is not work-related?
- What if an employee started to show symptoms outside of work?
- Do I report an illness even if COVID-19 has not yet been diagnosed?
- Am I admitting to liability when I report a serious illness?

Cal/OSHA Recordkeeping:

Some employers, such as schools and colleges, qualify for the partial exemption from Cal/OSHA recordkeeping requirements. This partial exemption does not apply if the school district or community college receives a written request from Cal/OSHA, the Bureau of Labor Statistics (BLS), or the Division of Occupational Safety and Health. Unless an employer qualifies for the partial exemption, they must comply with recordkeeping requirements (see our May 2020 Loss Control Bulletin for more details about who qualifies for the partial exemption).

Absent qualifying for the recording keeping exemption, the guidance states that California employers are required to record a work-related COVID-19 fatality or illness (on their 300, 300A and 301 or equivalent forms), if there is a positive test result for COVID-19. If the case is not confirmed through testing, or the results are not available to an employer, the guidance states that the case would still be recordable if it is work-related and results in one of the following:

- Death
- Days away from work
- Restricted work or transfer to another job
- Medical treatment beyond first aid
- Loss of consciousness
- Significant injury or illness diagnosed by a physician or other licensed health care professional

Moreover, the guidance recommends that employers err on the side of recordability when deciding whether to record a COVID-19 fatality or illness.

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INJURY ILLNESS PREVENTION PROGRAM

California employers are required to establish and implement an IIPP (title 8 section 3203) to protect employees from workplace hazards, including infectious diseases. Employers are required to determine if COVID-19 infection is a hazard in their workplace. If it is a workplace hazard, then employers must implement infection control measures, including applicable and relevant recommendations from the Centers for Disease Control and Prevention (CDC), Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19), and Coronavirus Disease 2019 (COVID-19): How to Protect Yourself & Others. For most California workplaces, adopting changes to their IIPP is mandatory since COVID-19 is widespread in the community.

The following supplemental template may be added to existing IIPP's to address how infection control measures are being implemented. Additional information can be found on Cal/OSHA's website: https://www.dir.ca.gov/dosh/coronavirus/General-Industry.html

COVID-19 REQUIRED SUPPLEMENT

California employers are required to establish and implement an Injury and Illness Prevention Program (IIPP) to protect employees from all worksite hazards, including infectious diseases.

Cal/OSHA's regulations require protection for workers exposed to airborne infectious diseases such as the 2019 novel coronavirus disease (COVID-19). This interim guidance provides employers and workers with information for preventing exposure to the coronavirus (SARS-CoV-2), the virus that causes COVID-19. Employers and employees should review their own health and safety procedures as well as the recommendations and standards detailed below to ensure workers are protected.

Cal/OSHA recommends employers not covered by the ATD standard follow recommendations from the Centers for Disease Control and Prevention (CDC). The CDC guidelines contain recommendations for creating an infectious disease outbreak response plan to be followed in the event of an outbreak.

It is the policy of the Organization/District Name to ensure a safe and healthy environment for employees, staff, and students. Communicable and infectious diseases are minimized by providing prevention, education, identification through examination, surveillance, immunization, treatment and follow-up, isolation, and reporting.

Guidelines

These guidelines include infection prevention measures, including:

- Actively encouraging sick employees to stay home.
- Sending employees with acute respiratory illness symptoms home immediately.
- Providing information and training to employees on:
  - Cough and sneeze etiquette.
  - Hand hygiene.
  - Avoiding close contact with sick persons.
  - Avoiding touching eyes, nose, and mouth with unwashed hands.
  - Avoiding sharing personal items with co-workers (i.e., dishes, cups, utensils, towels).
- Providing tissues, no-touch disposal trash cans, and hand sanitizer for use by employees.
- Providing information to allow physical distancing:

    - Allowing flexible worksites, telecommuting, and flexible work hours to increase physical distance among employees.
    - Using other methods of minimizing exposure between employees, and between employees and the public.
    - Postponing or canceling large work-related meetings or events.
- Performing routine environmental cleaning of shared workplace equipment and furniture (disinfection beyond routine cleaning is not recommended).
- Cleaning and Disinfecting
    - How to clean and disinfect
    - After someone is sick

Employee Training

Provide regular training for employees on the following topics using interactive methods that are easy to understand including verbal, visual, web based-online, 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
- Physical distancing guidelines
- Importance of washing hands with soap and water or use of hand sanitizer if soap and water are not readily available.

What is Covid-19?

On February 11, 2020, the World Health Organization announced an official name for the disease that is causing the 2019 novel coronavirus outbreak, first identified in Wuhan China. The new name of this disease is Coronavirus disease 2019, abbreviated as COVID-19. In COVID-19, 'CO' stands for 'corona,' 'VI' for 'virus,' and 'D' for disease. Formerly, this disease was referred to as "2019 novel coronavirus" or "2019-nCoV". There are many types of human coronaviruses including some that commonly cause mild upper-respiratory tract illnesses. COVID-19 is a new disease, caused by a new coronavirus that has not previously been seen in humans. There is currently no vaccine to prevent COVID-19.

What are the Symptoms of COVID-19?

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

- Other symptoms not identified

Procedures to Help Prevent the Spread of COVID-19

Protect Yourself

Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing serious complications from COVID-19 illness.

How does it spread?

- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- The best way to prevent illness is to avoid being exposed to this virus.
- The virus is thought to spread mainly from person-to-person.
- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

To prevent the spread of respiratory infections from one person to the next, frequent hand washing is recommended.

- Germs can spread from other people or surfaces when:
    - Touching eyes, nose, and mouth with unwashed hands
    - Prepare or eat food and drinks with unwashed hands
    - Touch a contaminated surface or objects
    - Blowing nose, coughing, or sneezing into hands and then touching other people's hands or common objects.
    - Touching an item or surface in a public area that may be frequently touched by other people, such as door handles, tables, etc.

Hand Hygiene

Hand hygiene procedures include the use of alcohol-based hand rubs and hand washing with soap and water. Washing hands with soap and water is the best way to get rid of germs in most situations, and it's one of the most effective ways to prevent the spread of germs. If soap and water are not readily available, use an alcohol-based hand sanitizer (containing 60-95% alcohol).

- Hand washing with Soap and Water:
    - Wet hands first with water (avoid using hot water).
    - Apply soap to hands.
    - Rub hands vigorously for at least 20 seconds, covering all surfaces of hands and fingers.
    - Rinse hands with water and dry thoroughly with paper towel.
    - Use paper towel to turn off water faucet.

Alcohol-based hand rub is an ideal method for decontaminating hands, except when hands are visibly soiled (e.g., dirt, blood, body fluids), and may not remove harmful chemicals from hands like pesticides and heavy metals, in which case soap and water should be used. Hand hygiene stations should be strategically placed to ensure easy access.

- Using Alcohol-based Hand Rub (follow manufacturer's directions):
  - Dispense the recommended volume of product;
  - Apply product to the palm of one hand; and
  - Rub hands together, covering all surfaces of hands and fingers until they are dry (no rinsing is required), this should take around 20 seconds.

Handwashing facilities will be maintained to provide adequate supply of hand washing soap and paper towels.

WORKING REMOTELY

This Telework Program provides sample policies and procedures to follow when considering employees in a remote working environment. This document provides guidance for managers, supervisors and the employees and is available on

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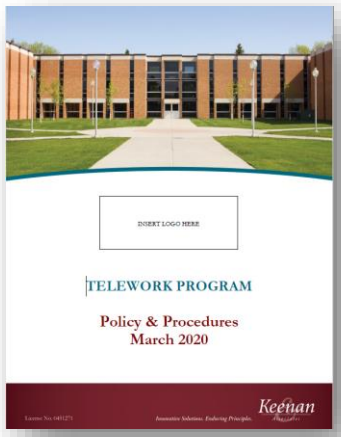
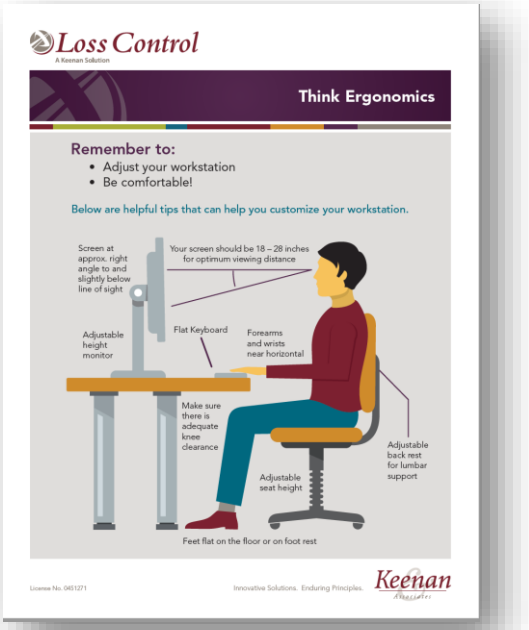
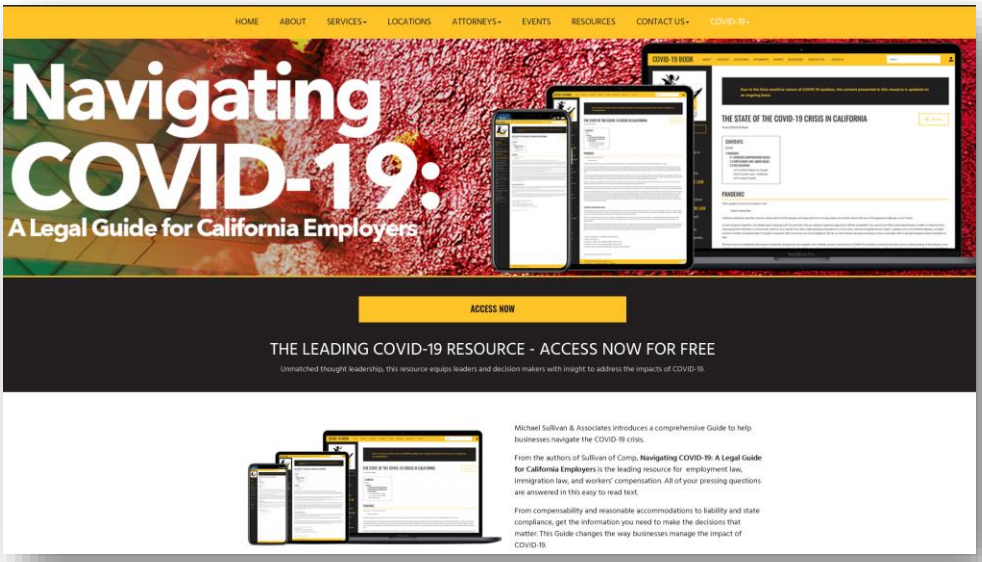


Working from home sounds great! But with all great things come great challenges. This microlearning series addresses physical, mental, and environmental issues that you may encounter when working from home. Whether working from home is a temporary solution, an occasional situation, or just your normal workplace, these resources can help to make it the best possible environment. This microlearning series is available through Keenan SafeSchools, Keenan SafeCollege and Keenan SafePersonnel. For non-clients, these courses are available at https://www.keenan.com/Knowledge-Center/Working-Remotely

As we move into the world of working remotely or telecommuting, ergonomics becomes an important risk management tool to ensure staff is safe when working from home or other remote locations. "Think Ergonomics" provides tips on how to keep you safe and comfortable while working on your laptop remotely. This and other ergonomic resources are available on https://www.keenan.com/Knowledge-Center/Working-Remotely and on P&C Bridge A Keenan Solution	
The Office Products Purchasing Guide offers pros and cons to consider when purchasing office ergonomic products and is available on P&C Bridge A Keenan Solution	

WORKERS' COMPENSATION

INFORMATION AND RESOURCES

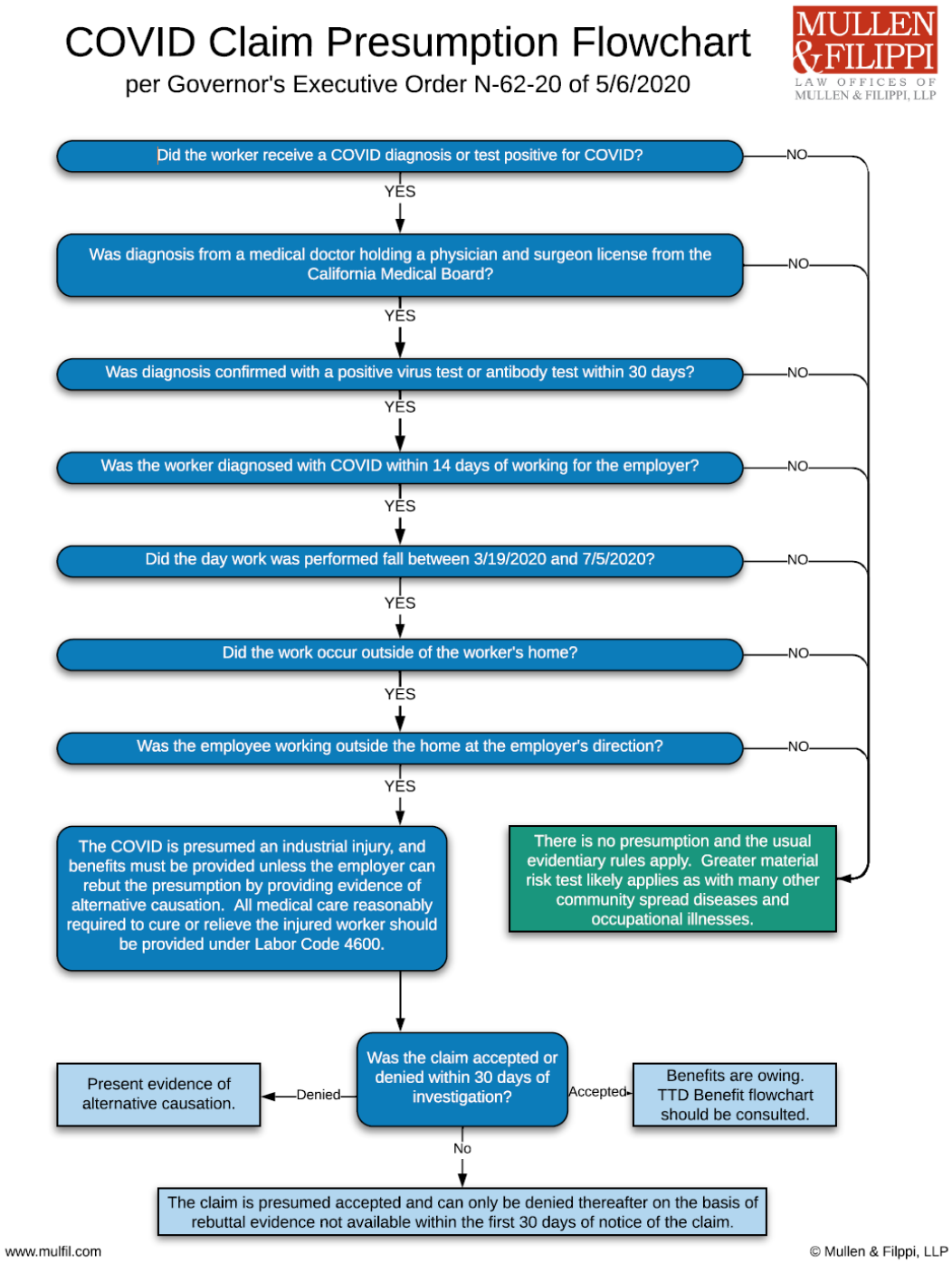


WORKERS' COMPENSATION LAW

- When Is COVID-19 Work Related?
- COVID-19 Presumptions
- The Basic Rule — Increased Risk and the General Public
- Nonindustrial COVID-19 Aggravates an Industrial Condition
- Industrial COVID-19 Aggravates Nonindustrial Conditions
- Injuries at Home or Due to the Home Office
- Psychiatric Injuries Caused by COVID-19
- Defenses to Psychological Claims
- Psychiatric Impairment Arising from COVID-19
- When Must a Claim Form Be Provided?
- When Should a Claim Form Be Provided?
- Effect on Statute of Limitations
- Provision of Benefits and Investigation Without a Claim Form
- Court Appearances
- Remote Depositions
- Remote Medical Treatment Examinations & Medical-Legal Appointments
- Payment of Temporary Disability

HTTPS://COVID19.SULLIVANATTORNEYS.COM/EBOOK/

(USED WITH PERMISSION FROM MULLEN & FILIPPI)



COVID Claim Presumption Flowchart

per Governor's Executive Order N-62-20 of 5/6/2020

MULLEN & FILIPPI
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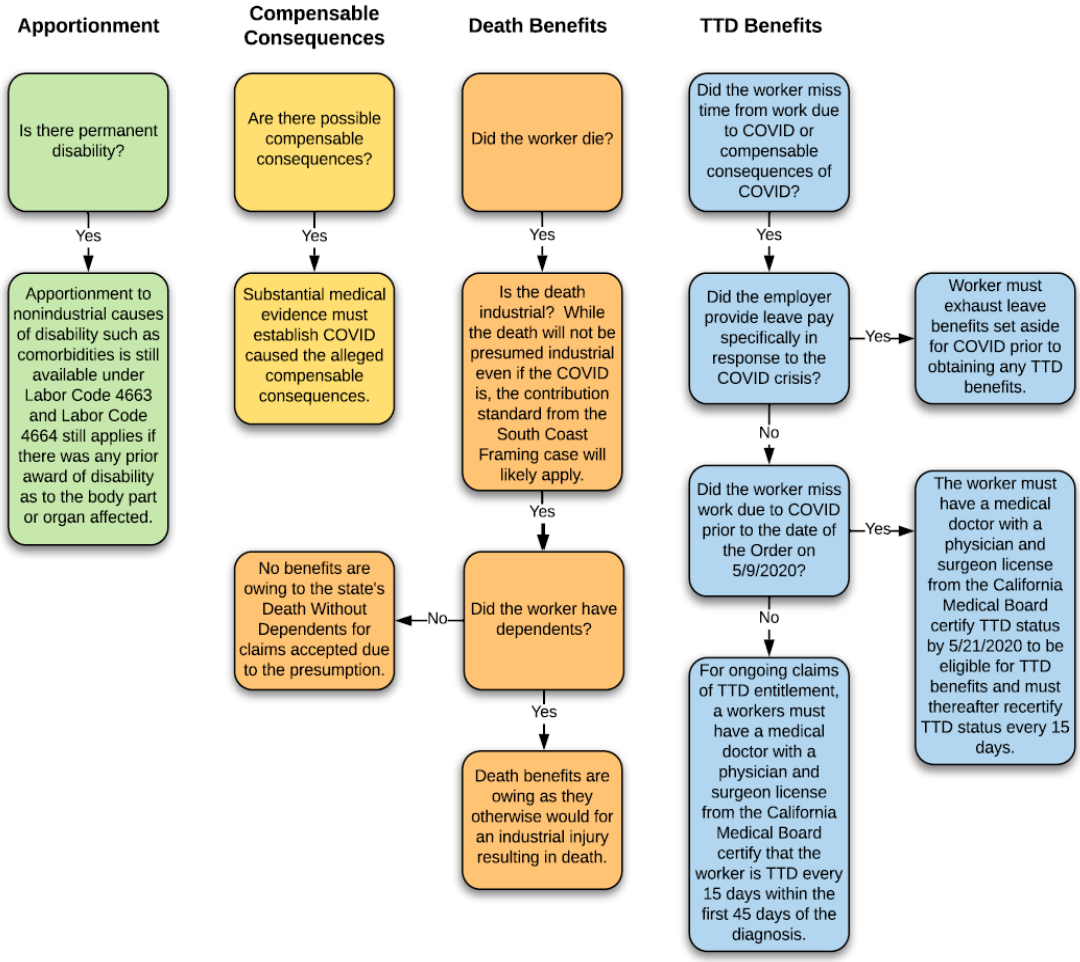
(Assuming Compensable)



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COVID-19 FLOW CHART

COVID-19 REBUTTABLE PRESUMPTION OF COMPENSABILITY

ALL five of the following statement must be "True" for the COVID-19 rebutable presumption to apply.

1. The employee worked for the employer any time between 03/19/2020 through 07/05/2020.
2. The employee was diagnosed with or tested positive for COVID-19 within 14 days of actually working for the employer.
3. Illness was confirmed by a positive virus test within 30 days of diagnosis.
4. The diagnosis was issued by a physician or surgeon licensed by the CA Medical Board.
5. The employee did not have the option of working from home, but instead worked elsewhere at the direction of the employer.

LITIGATION ISSUES

1. When challenging the rebuttable presumption of compensability of COVID-19 the employer must submit substantial evidence proving the virus was contracted elsewhere. Clear and convincing evidence is the standard of proof necessary to overcome a presumption of compensability.
2. All discovery challenging compensability must be concluded within 30 days upon filing of the DWC-1 claim form, unless the evidence is unavailable during those 30 days.
3. Compensable consequence injuries, including death, are not presumptive. Substantial evidence must be submitted by applicant proving a compensable consequence due to COVID-19.
4. Standard rules of apportionment apply under LC 4663 and LC 4664.

LIMITATION OF BENEFITS

1. Before any TD is due the worker must exhaust all leave benefits provided by the provider in response to COVID-19.
2. For injuries prior to 5/9/20, to qualify for TD a physician or surgeon licensed by the California Medical Board must certify temporary disability status by 5/21/20, and thereafter must re-certify TD status every 15 days.
3. For injuried on or after 5/9/20 to qualify for TD, a physician or surgeon licensed by the California Medical Board must certify temporary disability status every 15 days within the first 45 days of the worker being diagnosed with COVID-19.
4. For compensable death claims due to presumptive COVID-19, if no dependents exist then death benefits are not payable to the State of California, Death Without Dependents Unit.

WORKERS' COMPENSATION
FRONTLINE PROVIDER GUIDELINES

Kaiser-On-the- Job

The following applies in both Northern and Southern California for possible COVID-19 (work-related) cases:

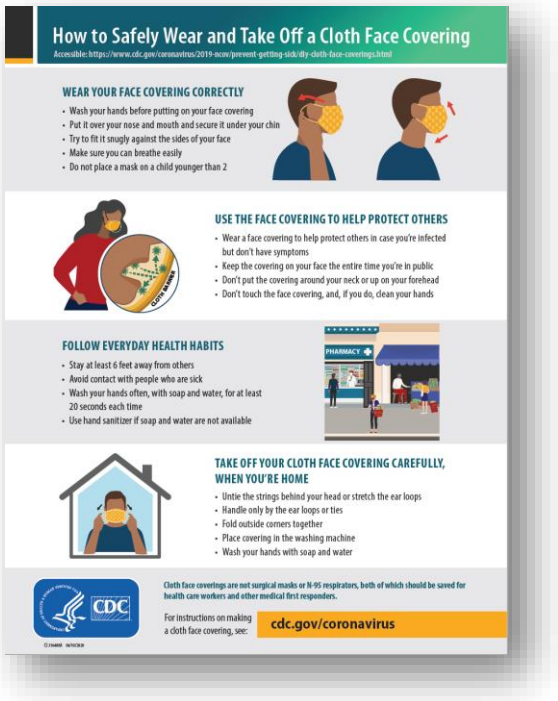
- Employees must call first prior to visiting a KPOJ clinic!
- Employee wishing to file a claim for a work-related COVID-19 exposure should be instructed to call their local KPOJ first for guidance and next steps.
- KPOJ will provide a Telephone Visit or Video Visit to evaluate and assess risk of employee
- KPOJ will complete a Doctor's First Report at the initial visit and send to claims administrator. Causation may be deferred pending further information.
- KPOJ will issue activity restrictions to the employee and claims administrator based on the physician's evaluation and considering current CDC Guidelines.
- If the physician determines a COVID-19 test is required based on CDC guidelines, KPOJ will arrange for a KP member or nonmember to have a COVID-19 test.
- If COVID-19 test is negative – the causation statement will be amended to non-industrial and the patient referred to their primary care physician for follow up.
- If a COVID-19 test is positive, a causation opinion will be provided to reflect the potential for an employment-related exposure. This will be based on information provided by the employee, the employer and the claims examiner.
- If the patient requires medical treatment related to COVID-19 symptoms, KPOJ will make appropriate referrals associated with their condition

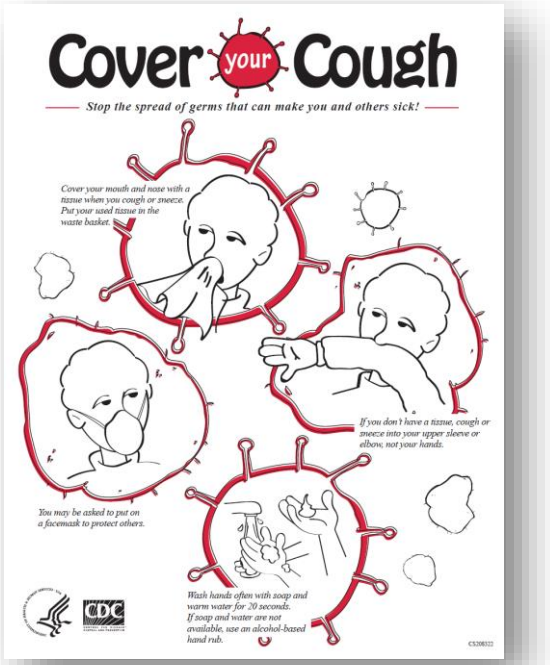
COVID-19 POSTERS – CDC

Preventing the Spread https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html	
Symptoms of Coronavirus (COVID-19) https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html	

Stop the Spread https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html	
10 Things You Can Do to Manage Your COVID-19 Symptoms at Home https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/at-home.html	

How to Protect Yourself and Others https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf	
Proper Handwashing (a variety of posters and languages available) https://www.cdc.gov/handwashing/posters.html	

How to Safely Wear and Take Off a Cloth Face Covering https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf	
How to Properly Wear Face Coverings https://www.cdc.gov/coronavirus/2019-ncov/images/face-covering-checklist.jpg	

Cover Your Cough https://www.cdc.gov/flu/pdf/protect/cdc_cough.pdf	

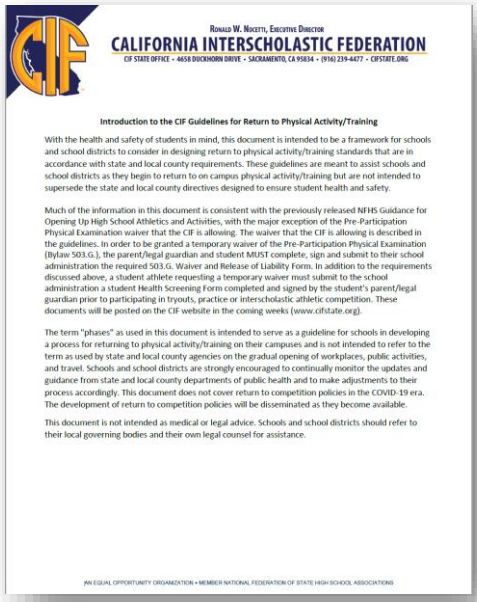
ATHLETICS

CIF RETURN TO ACTIVITY

California Interscholastic Federation

Introduction to the CIF Guidelines for Return to Physical Activity June 10, 2020

https://cifstate.org/covid-19/Resources/RTP_Combined.pdf



RONALD W. NOCETTI, EXECUTIVE DIRECTOR

CALIFORNIA INTERSCHOLASTIC FEDERATION

CIF STATE OFFICE • 4658 DUCKHORN DRIVE • SACRAMENTO, CA 95834 • (916) 239-4477 • CIFSTATE.ORG

Introduction to the CIF Guidelines for Return to Physical Activity/Training

With the health and safety of students in mind, this document is intended to be a framework for schools and school districts to consider in designing return to physical activity/training standards that are in accordance with state and local county requirements. These guidelines are meant to assist schools and school districts as they begin to return to on campus physical activity/training but are not intended to supersede the state and local county directives designed to ensure student health and safety.

Much of the information in this document is consistent with the previously released NFHS Guidance for Opening Up High School Athletics and Activities, with the major exception of the Pre-Participation Physical Examination waiver that the CIF is allowing. The waiver that the CIF is allowing is described in the guidelines. In order to be granted a temporary waiver of the Pre-Participation Physical Examination (Bylaw 503.G.), the parent/legal guardian and student MUST complete, sign and submit to their school administration the required 503.G. Waiver and Release of Liability Form. In addition to the requirements discussed above, a student athlete requesting a temporary waiver must submit to the school administration a student Health Screening Form completed and signed by the student's parent/legal guardian prior to participating in tryouts, practice or interscholastic athletic competition. These documents will be posted on the CIF website in the coming weeks (www.cifstate.org).

The term "phases" as used in this document is intended to serve as a guideline for schools in developing a process for returning to physical activity/training on their campuses and is not intended to refer to the term as used by state and local county agencies on the gradual opening of workplaces, public activities, and travel. Schools and school districts are strongly encouraged to continually monitor the updates and guidance from state and local county departments of public health and to make adjustments to their process accordingly. This document does not cover return to competition policies in the COVID-19 era. The development of return to competition policies will be disseminated as they become available.

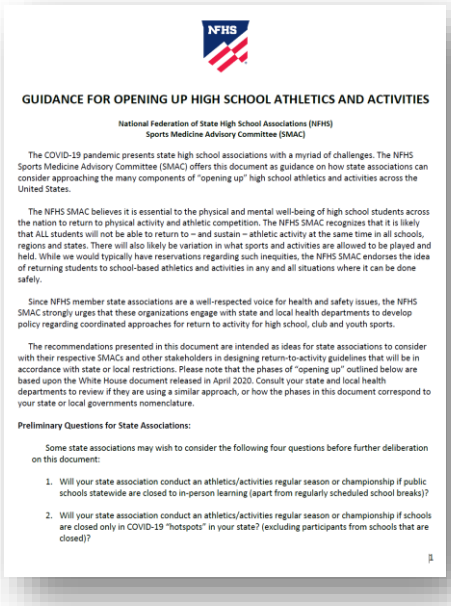
This document is not intended as medical or legal advice. Schools and school districts should refer to their local governing bodies and their own legal counsel for assistance.

AN EQUAL OPPORTUNITY ORGANIZATION • MEMBER NATIONAL FEDERATION OF STATE HIGH SCHOOL ASSOCIATIONS

National Federation of State High Schools (NFHS) and Sports Medicine Advisory Committee (SMAC)

Guidance for Opening Up High School Athletics and Activities May 2020

https://www.nfhs.org/media/3812287/2020-nfhs-guidance-for-opening-up-high-school-athletics-and-activities-nfhs-smac-may-15_2020-final.pdf



GUIDANCE FOR OPENING UP HIGH SCHOOL ATHLETICS AND ACTIVITIES

National Federation of State High School Associations (NFHS)
Sports Medicine Advisory Committee (SMAC)

The COVID-19 pandemic presents state high school associations with a myriad of challenges. The NFHS Sports Medicine Advisory Committee (SMAC) offers this document as guidance on how state associations can consider approaching the many components of "opening up" high school athletics and activities across the United States.

The NFHS SMAC believes it is essential to the physical and mental well-being of high school students across the nation to return to physical activity and athletic competition. The NFHS SMAC recognizes that it is likely that ALL students will not be able to return to – and sustain – athletic activity at the same time in all schools, regions and states. There will also likely be variation in what sports and activities are allowed to be played and held. While we would typically have reservations regarding such inequities, the NFHS SMAC endorses the idea of returning students to school-based athletics and activities in any and all situations where it can be done safely.

Since NFHS member state associations are a well-respected voice for health and safety issues, the NFHS SMAC strongly urges that these organizations engage with state and local health departments to develop policy regarding coordinated approaches for return to activity for high school, club and youth sports.

The recommendations presented in this document are intended as ideas for state associations to consider with their respective SMACs and other stakeholders in designing return-to-activity guidelines that will be in accordance with state or local restrictions. Please note that the phases of "opening up" outlined below are based upon the White House document released in April 2020. Consult your state and local health departments to review if they are using a similar approach, or how the phases in this document correspond to your state or local governments nomenclature.

Preliminary Questions for State Associations:

Some state associations may wish to consider the following four questions before further deliberation on this document:

1. Will your state association conduct an athletics/activities regular season or championship if public schools statewide are closed to in-person learning (apart from regularly scheduled school breaks)?
2. Will your state association conduct an athletics/activities regular season or championship if schools are closed only in COVID-19 "hotspots" in your state? (excluding participants from schools that are closed)?

HELPFUL WEBSITES

- Keenan.com/covid-19
  https://www.keenan.com/covid-19
- Centers for Disease Control and Prevention (CDC)
  https://www.cdc.gov/coronavirus/2019-nCoV/index.html
- California Department of Public Health
  https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/ncov2019.aspx
- U.S. Equal Employment Opportunity Commission
  https://www.eeoc.gov/
- California Department of Industrial Relations
  https://www.dir.ca.gov/
- Occupational Safety and Health Administration
  https://www.osha.gov/
- California Department of Industrial Relations
  https://www.dir.ca.gov/dosh/coronavirus/Health-Care-General-Industry.html
- County Local Health Offices
  https://www.cdph.ca.gov/Programs/CCLHO/Pages/CCLHO-Health-Officer-Directory.aspx
- California Department of Educations
  https://www.cde.ca.gov/ls/he/hn/coronavirus.asp