Gloucester County Public Schools

Infectious Disease (COVID-19)

Preparedness and Response Plan Template

I. Purpose

This plan describes the implementation of mandatory health and safety requirements established by the Virginia Department of Labor and Industry and guidelines from the Virginia Department of Health and the Centers for Disease Control. It is required for all employers with employees covered by 16VAC25-220-50 and -60.

II. Responsibilities

Gloucester County Public Schools has assigned the following individual(s) to serve in the role of health officer. The health officer has the authority to stop or alter activities to ensure that all work practices conform to the mandatory safety and health requirements applicable to COVID-19 and any other infectious disease hazards.

Health Officer(s)			
Name	**Title**	**Department**	**Phone Number**
Lisa Jones	Director of Nursing	Nursing	804-693-6240
Craig Smith	Operations Coordinator	Operations	804-693-6438

To ensure compliance with the most recent safety and health requirements, Lisa Jones is responsible for administering this plan, monitoring agencies for new requirements, updating this plan, communicating any changes to employees, and monitoring the plan's overall effectiveness. This person is also responsible for providing employees with a copy of this plan upon request.

III. Determination of Exposure Risk by Job Duty

We have determined the COVID-19 risks of all worksite functions to ensure that we apply appropriate hazard controls – including training, equipment, and personal protective equipment (PPE) – to protect employees' safety and health.

Job Safety COVID-19 Analysis			
Exposure	Potential Risks	Infection Protection Measures	Department/Work Class Groups

Lower Exposure Risk (Caution)	Lower exposure risk (caution) jobs are those that do not require contact with people known to be or suspected of being infected with COVID-19 nor frequent close contact with (within six (6) feet of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.	• Promote frequent and thorough hand washing • provide alcohol-based hand sanitizer containing at least 60% alcohol • Encourage employees to stay home if they are sick • Encourage respiratory etiquette, including covering coughs and sneezes. • Take advantage of policies and practices, such as flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts), to increase the physical distance among employees. • Discourage employees from using others' phones, desks, offices, or other work tools and equipment, when possible. • Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment.	Groundskeeper Lead Ground worker

Exposure	Potential Risks	Infection Protection Measures	Department/Work Class Groups
Medium Exposure Risk	Medium exposure risk jobs include those that require frequent and/or close contact with (within six (6) feet of) people who may be infected with COVID-19 but who are not known or suspected COVID-19 patients. (Schools, juvenile detention centers, jails, sports venues, entertainment, airports, bus and transit stations, high-population-density work environments, and some high-volume service settings).	• Include recommended safe job procedures from lower exposure risk above. • Install physical barriers, such as clear plastic sneeze guards, where feasible. • Consider offering face masks to ill employees and customers to contain respiratory secretions until they are able to leave the workplace (i.e., for medical evaluation/care or to return home). • Keep customers informed about symptoms of COVID-19 and ask sick customers to minimize contact with workers until healthy again, such as by posting signs about COVID-19 in areas where sick customers may visit. • Where appropriate, limit customers' and the public's access to the worksite or restrict access to only certain workplace areas. • Consider strategies to minimize face-to-face contact (e.g., curbside delivery, phone-based communication, telework). • Communicate the availability of medical screening or other employee health resources (e.g., onsite nurse; telemedicine services). • Workers with medium exposure risk may need to wear some combination of gloves, a gown, a face mask, and/or a face shield or	Administrative Associate Assistant Principal Assistant Superintendent Building Level Substitute Bus Assistant Bus Driver Cafeteria Assistant Manager Cafeteria Manager Cafeteria Worker Car Driver Chief Financial Officer Construction Manager Coordinator Custodian Custodian Assistant Foreman Custodian Foreman Data Specialist Director Executive Associate Executive Director Facilities Technician Finance Specialist Fleet Helper Fleet Technician Graduation Coach HR Specialist Lead Security Officer Manager Office Associate Painter Paraprofessional Parts/Warehouse Person Principal School Psychologist Security Officer Sign Language Interpreter Specialist Superintendent Teacher Technology Specialist Technology Technician Transportation Assistant Shop Manager

Medium Exposure Risk (cont.)		goggles. PPE for employees in the medium exposure risk category will vary by work task, the results of the employer's hazard assessment and the types of exposures workers have on the job.	Transportation Assistant Shop Manager
High Exposure Risk	High exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19. Workers in this category include: • Healthcare delivery and Emergency staff (e.g., doctors, nurses, emergency response staff who must enter patients' rooms/homes) exposed to known or suspected COVID-19 patients. (Note: when such workers perform aerosol-generating procedures, their exposure risk level becomes very high.) • Medical transport workers (e.g., ambulance	• Include recommended safe job procedures from Lower and Medium exposure risks above. • Post signs requesting employees, students, and school visitors to immediately report symptoms of respiratory illness on arrival at any facility and use disposable face masks. • Prompt identification and isolation of potentially infectious individuals are critical in protecting workers, customers, visitors, and others at a worksite. • Encourage employees to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure. • Communicate procedures for employees to report when they are sick or experiencing symptoms of COVID-19. • Where appropriate, develop procedures for immediately isolating people who have signs and/or symptoms of COVID-19 and train workers to implement them. Move potentially infectious people to a location away from workers, customers, and other visitors. Although	School Nurse (RN/LPN) Lead Nurse Occupational Therapist Physical Therapist Speech/Language Pathologist

High Exposure Risk (cont.)	vehicle operators) or Law Enforcement moving known or suspected COVID-19 patients in enclosed vehicles.	most worksites do not have specific isolation rooms, designated areas with closable doors may serve as isolation rooms until potentially sick people can be removed from the worksite. • Take steps to limit the spread of the respiratory secretions of a person who may have COVID-19. If feasible and available, provide a face mask, and ask the person to wear it, if tolerated. Note: A face mask (also called a surgical mask, procedure mask, or other similar terms) on a student, employee, or other sick person should not be confused with PPE for a worker; the mask acts to contain potentially infectious respiratory secretions at the source (i.e., the person's nose and mouth) • Restrict the number of personnel entering isolation areas. • Consider offering enhanced medical monitoring of workers during COVID-19 outbreaks. • Provide personnel who may be exposed while working away from fixed facilities with alcohol-based hand sanitizer containing at least 60% alcohol for decontamination in the field.	

| Very High Exposure Risk | Very high exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures. Workers in this category include:

• Healthcare workers (doctors, nurses, paramedics, emergency medical technicians) performing aerosol-generating procedures (e.g., intubation, cough induction procedures, bronchoscopies, or invasive specimen collection) on known or suspected COVID-19 patients.
• Healthcare or laboratory personnel collecting or handling specimens from known or | • Include recommending safe job procedures from Lower, Medium, and High exposure risks above.
• Most workers at high or very high exposure risk likely need to wear gloves, a gown, a face shield or goggles, and either a face mask or a respirator, depending on their job tasks and exposure risks.
• Those who work closely with (either in contact with or within 6 feet of) patients known to be, or suspected of being, infected with SARS-CoV-2, the virus that causes COVID-19, should wear respirators. For the most up-to-date information, visit OSHA's COVID-19 webpage: www.osha.gov/covid-19
• PPE ensembles may vary, especially for workers who may need additional protection against blood, body fluids, chemicals, and other materials to which they may be exposed. Additional PPE may include medical/surgical gowns, fluid-resistant coveralls, aprons, or other disposable or reusable protective clothing. In addition, gowns should be large enough to cover the areas requiring protection. OSHA may also provide updated guidance for PPE use on its website: www.osha.gov/covid-19. | |

	suspected COVID-19 patients (e.g., manipulating cultures from known or suspected COVID-19 patients).		

IV. Contingency Plan in the Event of an Infectious Disease Outbreak

If there is an outbreak or pandemic due to an infectious disease, Gloucester County Public Schools has set up contingency plans for employees' workplace safety and health during the outbreak.

These plans are as follows:

- Absenteeism- Staff absenteeism will be monitored through the Frontline Management System. The administration will review daily staff absences and work with the school nurse to track trends related to illness. Employees are encouraged to document their absence and request for a substitute into the electronic absence management system as soon as possible. Building level administration and the Human Resource Department will monitor the electronic absence management system to ensure positions are filled.
- Employees will be expected to maintain social distance from students and staff.
- The approval for telework will be an Executive Leadership decision based on the levels of community transmission and guidance from the VDOE.
- Engineering controls include the use of physical barriers, disinfectants, and bipolar ionization units.
- Administrative controls include in-person and online COVID-19 training, classroom/workspace inspections, employee guidance, and expectations that have been provided in writing.

- PPE controls include the requirement of face coverings, availability of face shields, safety glasses, gloves, and gowns.
- Employees are encouraged to plan for a substitute in the event they are unable to enter the building.

V. Basic Infectious Disease Prevention and Control Measures

To control the spread of infectious diseases such as COVID 19, basic prevention and control measures will be implemented to ensure that all employees are protected against infectious disease hazards. The cleaning regimen listed below provides the custodial department with a general guide. Facilities are able to make adjustments with administration approval to accommodate their facility's specific needs. The cleaning regimen will be monitored by means of unannounced and scheduled inspections by supervisors who will provide immediate feedback.

Day Custodian: Shift: 6:30am – 2:30pm

Main Office & Clinic (Daily)

- Empty Trash
- Wet mop hard surface floors w/cleaner/disinfectant
- Clean and disinfect all commonly touch surfaces (countertops, doorknob, shared office equipment, desktops, etc. (may require office staff to periodically wipe surfaces during the day especially, where serving the public
- Vacuum carpets
- Replenish soap, hand sanitizer & paper products as needed

Breakfast / Lunch:
Café:

- Empty all trash upon completion of meals
- Clean & disinfect all common surfaces (tables, seats, door hardware)
- Wet mop floors

Classrooms:
- Upon completion of meals, teachers or assistants will bag trash and place it outside of the classroom for pick up by a custodian
- Clean & disinfect all desktops
- Custodians collect and dispose of all trash outside of classrooms. Day Custodian will collect breakfast trash
- Dust mop halls
  Police Grounds:
- Trash

- Dangerous objects
- Raised spikes on landscaping timbers
- Graffiti or unserviceable pieces on playground equipment
- Insects (wasps)

Second Custodian Shift 11:00am – 7:00PM

Restroom Checks (Hourly):

- Address any unsanitary conditions
- Replenish hand sanitizer, soap & paper products
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Assist w/ café duty or trash removal from classrooms

Walkthrough school disinfecting all common touch surfaces

Swing Shift Custodians Shift 2:00pm – 10:00pm
- Report to Café if serving meals, clean and disinfect all common touch surfaces (tables, seats, door hardware)
- Lift tables at least weekly
- Wet mop or run scrubber (tables up) to clean & disinfect floor

Students released for the day:
Custodians w/ exception of the day custodian will have assigned areas

Classrooms / Cafeteria / Office areas (Daily)
- Empty trash/pencil sharpeners
- Clean from top to bottom daily if occupied and weekly if unoccupied, beginning with high and low dusting
- Mist walls with disinfectant– let dwell until dry
- Clean whiteboards (weekly)
- Clean and Sanitize all common touch items such as desktops, café tables /seats, learning aids, doorknobs, etc.
- Vacuum carpets / wet mop floors with disinfectant
- Inspection

Restrooms (Daily):
- Empty trash
- Restrooms will be thoroughly cleaned
- Clean and sanitize working from top to bottom. Using disinfectant - mist walls leave to dwell until dry.
- Replenish dispensers with soap, hand sanitizers, and paper products.
- Clean and sanitize toilets and urinals using the NCL Bowl Care and wipe down fixture handles with disinfectant.

- Clean and sanitize sinks and faucets using the disinfectant - include entrance hardware
- Wet mop floor with disinfectant.
- Inspection

Periodic cleaning includes shampooing carpets, cleaning windows, freshening restrooms.

Additional precautions and actions taken :

- Large gatherings are minimized whenever possible; staff meetings are postponed, canceled, or held remotely

- Employees are encouraged to maintain physical distance even when on break, as well as before and after working hours

- Employees are required to maintain physical distance when reporting to work, clocking in, leaving work, and clocking out

- Employee work stations are arranged to be greater than six feet apart when feasible

- Employee interactions with the general public are modified to allow for additional physical space between parties.

VI. Identification and Isolation of Sick and/or Exposed Employees

Risk and exposure determinations are made without regard to the employees' protected characteristics as defined by local, state, and federal law. Any health-related information and documentation gathered from employees will be maintained confidentially and in compliance with state and federal law. Specifically, all medical documentation will be stored separately from the employee's personnel documentation.

VI. Employee Self-Monitoring and Return to Work

- Employees shall self-monitor and complete the daily COVID-19 screener for signs and symptoms of COVID-19 if employees suspect possible exposure or are experiencing signs or symptoms of illness.

- Serological testing, also known as antibody testing, is a test to determine if persons have been infected with SARS-CoV-2 virus. It has not been determined that persons who test positive for the presence of antibodies by serological testing are immune from infection.

- Serologic test results shall not be used to make decisions about returning employees to work who were previously classified as known or suspected to be infected with the SARS-CoV-2 virus.

- Serologic test results shall not be used to make decisions concerning employees who were previously classified as known or suspected to be infected with the SARS-CoV-2 virus suspected or confirmed COVID-19 about grouping, residing in, or being admitted to congregate settings, such as schools, dormitories, etc.

Employees may only resume in-person work upon meeting all return-to-work requirements, defined below.

1. If the employer knows an employee is COVID-19 positive, regardless of vaccination status, then the employer must immediately remove that employee from the worksite and keep the employee removed until they meet the return to work criteria in 16VAC25-220-40 C 3 subdivision C 3 of this subsection.

2. If the employer knows an employee is suspected COVID-19, regardless of vaccination status, then the employer must immediately remove that employee from the worksite and either:

   a. Keep the employee removed until they meet the return to work criteria in 16VAC25-220-40 C 3 subdivision C 3; or

   b. Keep the employee removed and provide a COVID-19 polymerase chain reaction (PCR) test at no cost to the employee.

      (1) If the test results are negative, the employee may return to work immediately.

      (2) If the test results are positive, the employer must comply with 16VAC25-220-40 C 1 subdivision C 1.

3. If the employee refuses to take the test, the employer must continue to keep the employee removed from the workplace. Absent undue hardship, employers must make reasonable accommodations for employees who cannot take the test for religious or disability-related medical reasons.

4. The employer must make decisions regarding an employee's return to work after a COVID-19-related workplace removal in accordance with guidance from a licensed healthcare provider, a VDH public health professional, or CDC's "Isolation Guidance" (hereby incorporated by reference); and CDC's "Return to Work Healthcare Guidance" (hereby incorporated by reference). If an employee has a known exposure to someone with COVID-19, the employee must follow any testing or quarantine guidance provided by a VDH public health professional.

VII. Procedures for Minimizing Exposure from Outside of Workplace

- The business practices of GCPS are evaluated to ensure the safety and health of all individuals. This is done on a phased approach. Beginning with appointment only, onsite meetings, virtual meetings, and finally transitioning to onsite meetings with appropriate precautions when that time comes.

- Social distancing practices to be observed:

- 6-foot distances are marked in areas where customers might gather/wait

- In-person meetings are to be made by appointments only

- Limit the number of customers allowed into the workplace

- Minimize face to face contact

- Information is posted throughout the worksite educating individuals on ways to reduce the spread of COVID-19.

- All employees entering one of the GCPS facilities will have their temperature checked and will need to complete a questionnaire before entry is granted.

- To minimize exposure from visitors or vendors:

- All business partners that work with GCPS have been provided with this plan.

- When possible, GCPS will limit the number of visitors within the facility.

- Masks may be available to visitors/vendors and appropriate disinfectants so individuals can clean work areas before and after use.

- All deliveries will be handled through curbside pick-up or delivery.

- Minimizing exposure from the general public:

- Social distancing practices to be observed:

    o 6-foot distances are marked in areas where individuals might gather/wait.
    o Limit the number of individuals allowed into the workplace.
    o Minimize face to face contact:

- Computer workstations distanced to the greatest extent possible.

- Information is posted at each facility educating individuals on ways to reduce the spread of COVID-19.

- Individual symptoms may be assessed for COVID-19, and individuals with symptoms will be removed from the workplace.

- Physical barriers between GCPS employees and the public are installed in high-impact areas (i.e. shielding at the front desk areas).

- Masks will be available to the general public as well as appropriate disinfectants so individuals can clean work areas before and after use.

VIII. Training

All employees covered by this plan will be required to have training on the hazards and characteristics of SARS-CoV-2 virus and COVID-19 disease. This training will ensure that all employees recognize the hazards of SARS-CoV-2 and COVID-19 as well the procedures to minimize the hazards related to the infectious diseases and help prevent the spread of the infectious disease.

All staff will complete the following online modules through Safe Schools

- Coronavirus Awareness
- Coronavirus: Cleaning and Disinfecting Your Workplace

The training material will cover the following:

- Requirements of the COVID-19 Regulation.
- Companies Infectious Disease Preparedness and Response Plan.
- Characteristics and methods of spread of SARS-CoV-2 virus.

- Symptoms of COVID-19 disease as well as the asymptomatic reactions of some persons to the SARS-CoV-2 virus.
- Safe and healthy work practices, including but not limited to, physical distancing, disinfection procedures, disinfecting frequency, and noncontact methods of greeting.
- PPE
- When PPE is required
- What PPE is required
- How to properly don, doff, adjust and wear PPE
- Limitations of PPE
- Proper care, maintenance, useful life, and disposal of PPE
- All employees in the workplace will be trained on this subject and procedures. All training will be certified and recorded according to the Regulation for COVID-19 by the Virginia Department of Labor and Industry.
- Training Records will be certified by the following requirements (see example below):
- Employee name
- Employee's signature (physical or electronic)
- Date
- Signature of Trainer
- Retention of training records must be retained in employee files. These records are located in Safe Schools. The most recent training records will be maintained.