Coronavirus (COVID-19) Infectious Disease Preparedness and Response Plan

What is Coronavirus- COVID-19?

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. Infection with the virus that causes COVID-19, can cause illness ranging from mild to severe and, in some cases, can be fatal. Symptoms typically include fever, cough, and shortness of breath. In some instances, people infected with the virus have reported experiencing other non-respiratory symptoms, and others experienced no symptoms and are considered asymptomatic. According to the CDC, symptoms of COVID-19 may appear in as few as 2 days or as long as 14 days after exposure.

How does Coronavirus- COVID-19 spread?

Coronavirus (COVID-19) is a respiratory disease caused by a virus and is thought to spread from person-to-person, the spread most specifically occurs between two people that are in close contact (within a 6-foot radius), and when respiratory droplets are produced by an infected person then when they cough or sneeze droplets are exposed to the air, and another person inhales them into their lungs or droplets enter on of many mucus membranes, such as, eyes, nose, or mouth.

Lower exposure risk jobs (workers with minimal occupational contact with the public and/or co-worker)- are not required to come in contact with people likely infected by the virus, or within 6 feet of the general public, thereby allowing social distancing measures to reduce risk more significantly.   www.cdc.gov/coronavirus/2019-ncov/ about/transmission.html.

Basic Infection Prevention Measures- Good Hygiene & Infection Control

- Promote hand-washing with increases frequency, hand-washing should be thorough, and additional precaution should be taken by using 60% alcohol-based hand sanitizer.
- Provide the staff members and the public with tissues, trash receptacles, and hand sanitizer.
- Encourage respiratory etiquette for all, cover your coughs and sneezes with a tissue or use elbow area.
- Increase social distancing- Limit the number of people in a room, maintain a 6-foot radius between individuals.
- Conduct meetings that would normally be face-to-face in a virtual environment, such as, Zoom, Teams.
- Use appointment setting to encourage proper distancing and occupancy levels.
- Employees should stay home if they are sick, (e.g. fever over the threshold of 100-100.4 *F degrees)
- Maintain regular housekeeping practices, disinfect surfaces, equipment, and other high-touch areas.
- Limit travel to location with on-going COVID-19 cases- discontinue nonessential travel between locations.

Return to Work/School Policy- Safety Precautions and Expectations

Staff (Employee)

- Staff should maintain good hygiene.
- Staff should self-monitor for symptoms and stay home, if sick.
- Staff will have their temperature checked at the beginning of their work day.
- Staff that are symptomatic and/or have a fever over the threshold of 100-100.4 *F degrees will be sent home immediately. **And their supervisor will be notified**
- Staff will wear face masks when outside private office (outside in open areas and/or public spaces).
- Staff with private offices must close their doors when their face mask is removed.
- Staff when meeting in your workspace with others, a mask should be worn and as much allowable distance should be given between you and the other person.
- Staff should maintain a 6-foot distance from all others and comply with social distancing etiquette.
- Staff should sanitize their work areas daily; additional sanitation will also be conduct by maintenance.

Student(s)

- Staff should maintain good hygiene
- Student(s) should self-monitor for symptoms and stay home, if sick.
- Student(s) will have their temperature checked upon building entry.
- Student(s) that are symptomatic and/or have a fever over the threshold of 100-100.4 *F degrees will be sent home immediately. **And their faculty member will be notified**
- Student(s) must wear face masks when on campus (including when in classrooms or offices).
- Student(s) should maintain a 6-foot distance from all others and comply with social distancing etiquette.

How to properly put on a mask?

Return to Work- Procedure

Maintenance

- Maintenance team members, including outside contractors, should maintain good hygiene.
- Maintenance team and outside contractors should sanitize all high-touch surfaces.
- Maintenance team should refill hand-sanitizing stations, and ensure that tissues and waste receptacles. are available in multiple areas throughout each building.

Administration

- Administration will be tasked with taking the temperatures of employees upon their arrival to work.
- Designated administrators/site managers will be responsible for taking the temperature of each student prior to his/her accessing the building.
- Administrators will send any student or staff member with a fever home
- ***Administration will continue to check for changes on both the OSHA and CDC websites for continued guidance:***

  The U.S. Department of Health and Human Services' Centers for Disease Control and Prevention (CDC) provides the latest -information about COVID-19 and the global outbreak: www.cdc.gov/coronavirus/2019-ncov.

  The OSHA COVID-19 webpage offers information specifically for workers and employers: www.osha.gov/covid-19.

Diagnosis and Containment

- Once there is a diagnosis of a staff member or student, areas frequented by the specific person will be closed off for cleaning and disinfecting. The area will remain closed prior to sanitation for 24 hours (when possible)
- Cleaning and disinfecting will be conducted per the safety and usage instructions for each of the chemicals used.

COVID-19 Campus Administrator

Attn: Staff and Students

Please see your school point of contact or administrator with any questions or concerns regarding COVID-19.

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