



San Pasqual Valley Unified School District

Office and Operations COVID-19 Response Plan

The San Pasqual Valley Unified School District in coordination with the Imperial County Office of Education has planned and prepared our workplace to help prevent and slow the spread of COVID-19. We recognize our facilities were identified as essential businesses during the COVID-19 closure to the public and some of our employees had the need to work from our facilities. As we get ready to once again open our doors to the public, and more of our SPVUSD employees return to work in the office and operations, it is critical we put in place specific measures to ensure the safety of our community and our SPVUSD families. We are ready and committed to respond in flexible ways to the varying levels of the disease transmission in our community and refine our response plans as the situation changes.

SPVUSD has coordinated with local, state, and federal officials so that timely and accurate information guides our response. It is imperative to understand that our local conditions influence the decisions that our public health officials take regarding community-level strategies, and SPVUSD will continue to abide by guidance and restrictions set in place in the [Imperial County Roadmap to Recovery](#), as well as the provisions listed in the [worksite-specific protection plans](#).

Like all other employers, SPVUSD has considered how best to decrease the spread of COVID-19 and lower the impact in our workplace. Among our objectives as we reopen our facilities to the public are the following:

- Maintain a healthy and productive work environment
- Minimize transmission among employees
- Provide the best services possible to our community in a safe manner

SPVUSD Office and Operations COVID-19 Response Plan Working Draft

Maintaining a Healthy and Productive Work Environment

Maintaining a healthy work environment is important. Therefore, the SPVUSD supports proper respiratory etiquette and hand hygiene for employees and members of our school community.

In our efforts to maintain a healthy and productive work environment, SPVUSD has undertaken the following measures:

- Provides training to all employees on how to limit the spread of COVID-19 and other viruses.
- Provides tissues and no-touch disposal receptacles.
- Ensures soap and water are available in all restrooms and areas where sinks are available.
- Ensures alcohol-based hand sanitizer that is at least 60% alcohol is available in every room, office and work area where washing hands is not an option. If hands are visibly dirty, soap and water should be chosen over hand sanitizer.
- Places posters that encourage hand hygiene to help stop the spread at the workplace and in areas where they are likely to be seen.
- Discourages handshaking and encourages the use of other noncontact methods of greeting.
- Develops hand washing routines.

Additionally, SPVUSD performs routine cleaning and disinfection of workplace areas.

- Provides proper cleaning and disinfecting procedures training to employees responsible for the cleaning of facilities.
- Routinely cleans and disinfects all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs.
- Discourages workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible. If necessary, they are encouraged to clean and disinfect them before and after use.
- Provides cleaning supplies so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, other work tools and equipment) can be wiped down by employees before each use.

SPVUSD has a plan to perform enhanced cleaning and disinfection after persons confirmed to have COVID-19 have been in the facility. If a sick employee is confirmed to have COVID-19, the Facilities and Operations Department will be contacted to coordinate the cleaning of the facility the employee was in.

The following is the protocol followed by SPVUSD:

- The employee or the supervisor of the impacted site/department will notify the Superintendent and Human Resources Director of the COVID-19 case in the site/department.
- The Superintendent, Human Resources Director and supervisor of the affected site/department will determine which areas to isolate from employees until they can be cleaned and disinfected.
- The Superintendent and/or Human Resources Director will notify Facilities and Operations Department of the need to clean and disinfect the affected area.

***This is a working draft and will be updated as conditions and requirements are updated by State and Local Public Health Officials. Updated on: 6/23/2020 12:14 PM*

SPVUSD Office and Operations COVID-19 Response Plan Working Draft

- Based on the severity of the situation, Facilities and Operations and the Superintendent will determine if the cleaning and disinfecting will be performed by SPVUSD or if these services will be outsourced.
- Time and date for cleaning is confirmed with the department supervisor.
- Generally, cleaning occurs after hours when employees/public are not present.
- Date, time and circumstances will be provided to Superintendent, Human Resources and department supervisor.
- Once the affected areas have been cleaned and disinfected, Facilities and Operations will notify the Superintendent and Human Resources Director.
- Superintendent and Human Resources Director will notify the supervisor of the affected site/department when it is safe to return to the affected area.

Minimize Transmission Among Employees

All employees are to conduct a health screening prior to coming to work each day. (See Appendix A for the Daily Self Checklist.) To minimize transmission, SPVUSD actively encourages sick employees to stay home.

Employees who have symptoms (i.e., fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of smell or taste) shall notify their supervisor and stay home.

Sick employees are asked to follow CDC-recommended steps- Employees should not return to work until the criteria to discontinue home quarantine are met, in consultation with healthcare provider and Human Resources.

Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC-recommended precautions.

If an employee stays home because of any of the above-mentioned reasons, that employee shall contact Human Resources to receive eligibility information regarding a paid or partially paid leave of absence in accordance with the Families First Coronavirus Response Act (FFCRA).

SPVUSD has also identified where and how employees may be exposed to COVID-19 at work:

- OSHA guidance, including the guidance for employers, is used to protect workers from potential exposures.
- SPVUSD is aware that some employees may be at higher risk for serious illness, such as older adults and those with chronic medical conditions. For such reason, we will take steps to minimize face-to-face contact between these employees, we have assigned work tasks that allow them to maintain a distance of six feet from other workers, as well as customers and visitors, and to telecommute whenever possible.

SPVUSD has also established COVID-19 related protocols for Supervisors (specific protocol outlined in the Exposure or Possible Exposure Protocol section). The protocols apply to all employees who

***This is a working draft and will be updated as conditions and requirements are updated by State and Local Public Health Officials. Updated on: 6/23/2020 12:14 PM*

SPVUSD Office and Operations COVID-19 Response Plan Working Draft

are working in the office or are telecommuting. Established procedures have been established for the following scenarios:

- Employee tests positive for COVID-19
- Employee displays COVID-19 symptoms
- Employee is potentially exposed a family/household member or co-worker who has tested positive, but the employee tests negative and/or displays no symptoms.

Employees play an important role in helping to reduce the spread of COVID-19 at the workplace and in our community. They are reminded of the following:

- Employees can take steps to protect themselves at work and at home. It is known that older people and people with serious chronic medical conditions are at higher risk for complications.
- Follow the leave-related policies and procedures of SPVUSD.
- Stay home if you are sick, except to get medical care.
- Inform your supervisor if you have a sick family member at home with COVID-19.
- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your mouth and nose with a tissue when you cough or sneeze, or use the inside of your elbow. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol.
- Everybody cleans, everybody disinfects.
 - Clean and disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection. To disinfect, use products that meet EPA's criteria for use against SARS-CoV-2, the cause of COVID-19, and are appropriate for the surface.
 - Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
 - When using shared equipment (copy machines, printers, etc...) clean and disinfect before and after use.
- When you arrive at work, chose the entry/exit point closest to your workstation.
- As much as possible, stay in your work area and avoid other buildings.
- Follow orders from the public health department and practice physical distancing by avoiding large gatherings and maintaining distance (approximately 6 feet) from others when possible.
- Use face coverings, remembering that maintaining 6-foot social distancing and all other

***This is a working draft and will be updated as conditions and requirements are updated by State and Local Public Health Officials. Updated on: 6/23/2020 12:14 PM*

SPVUSD Office and Operations COVID-19 Response Plan Working Draft

prevention measures must continue to be practiced to slow the spread of the virus.

Provide the Best Service Possible to our Community in a Safe Manner

SPVUSD understands the critical role we play in our community with the services we provide to the public and to our partner districts. ICOE's leadership team is continually collaborating to ensure we meet the needs of our employees as we provide the best services possible given our current limitations.

In an effort to support our safe practices, SPVUSD has done the following:

- Implemented flexible sick leave and supportive policies and practices. Contact the HR department for more details.
- Ensured that sick leave policies are flexible and consistent with public health guidance and that employees are aware of and understand these policies.
- Maintained policies that permit employees to stay home to care for a sick family member or take care of children due to school and childcare closures according to association agreements and the current federal and state leaves related to the COVID19 Pandemic.
- Reviewed Human Resources policies to ensure policies and practices are consistent with public health recommendations and are consistent with existing state and federal workplace laws (i.e., Department of Labor and the Equal Employment Opportunity Commission).
- Ensured employee assistance program (EAP) resources and community resources are made available as needed.
- The Holman Group

Exposure or Possible Exposure Protocols for Employees

To ensure continuity of operations of essential functions, the Centers for Disease Control and Prevention (CDC) advised critical infrastructure workers may be permitted to continue work following potential exposure to COVID-19, provided they remain asymptomatic and additional precautions are implemented to protect them and the community. A potential exposure means being in a household with or having close contact (within 6 feet) of an individual with confirmed or suspected COVID-19 as indicated by a medical provider. The timeframe for having contact with an individual includes 48 hours before the individual became symptomatic.

SPVUSD has determined our organization is flexible enough to accommodate additional precautions. In the event of an actual or suspected exposure, employees will notify their immediate supervisor as soon as practicable and stay home until further notice. The affected department will coordinate with Human Resources and Superintendent to coordinate the appropriate response.

SPVUSD Supervisors shall ensure employees working at a SPVUSD facility where contact is likely with other employees or members of the public adhere to the following practices prior to and during their work shift if working onsite:

***This is a working draft and will be updated as conditions and requirements are updated by State and Local Public Health Officials. Updated on: 6/23/2020 12:14 PM*

SPVUSD Office and Operations COVID-19 Response Plan Working Draft

- **Pre-Screen:** Ensure employees have completed their Daily Self Check for symptoms prior to them starting work.
- **Regular Monitoring:** Employees should self-monitor for symptoms throughout the day. If any doubt arises, employees are to contact their supervisor for an additional temperature check and symptom screening.
- **Wear a Face Covering:** The employee should wear a face covering at all times while in the workplace where physical distancing is not possible. The district will supply five (5) cloth face coverings. Employees can wear their own or use disposable face covering.
- **Physical Distance:** Employees should maintain 6 feet of physical distance from co-workers and any visitors in the workplace whenever possible.
- **Disinfect and Clean Work Spaces:** All areas such as offices, bathrooms, common areas, shared electronic equipment are cleaned and disinfected routinely.
- **Testing:** Employees who have been exposed, but are asymptomatic may be encouraged to be tested for COVID-19 at their own expense/using own health insurance/free testing site.

If an employee becomes sick during the day, he/she will be sent home immediately. If the illness is suspected to be COVID-19, surfaces in their workspace will be cleaned and disinfected. The area supervisor will coordinate with Human Resources to compile information on persons who had contact with the ill employee during the time the employee had symptoms and 48 hours prior to symptoms will be compiled. Others at the facility with close contact within 6 feet of the employee during this time will be considered exposed. The Human Resources Department will collaborate with the supervisor to coordinate contact tracing and our organizational response.

SPVUSD is Constantly Assessing its Essential Functions.

- We are prepared to change business practices, as needed, to maintain critical operations (e.g., identify alternative suppliers, prioritize existing services, or temporarily suspend some of the operations if needed).
- We will continue to identify alternate supply chains for critical goods and services. Some goods and services may be in higher demand or unavailable.
- We will engage in conversations with partners about local response plans and share best practices with other others in our community, both in the public and private sector, to improve community response efforts.

SPVUSD is Continually Monitoring Employee Attendance

SPVUSD leadership has ongoing conversations about how we will operate if absenteeism spikes from increases in sick employees, those who stay home to care for sick family members, and those who must stay home to watch their children if dismissed from childcare or school.

SPVUSD commits to the following:

***This is a working draft and will be updated as conditions and requirements are updated by State and Local Public Health Officials. Updated on: 6/23/2020 12:14 PM*

SPVUSD Office and Operations COVID-19 Response Plan Working Draft

- We will monitor and respond to absenteeism at the workplace.
- We will implement plans to continue the essential business functions in case we experience higher than usual absenteeism.
- We are prepared to institute flexible workplace and leave policies.
- We will continue to cross-train employees to perform essential functions so the workplace can operate even if key employees are absent.

SPVUSD has established practices for physical distancing. Physical distancing has been and will continue to be implemented as recommended by local, state and/or federal authorities. Physical distancing means avoiding large gatherings and maintaining distance (approximately 6 feet) from others when possible. The strategies used at SPVUSD include, but are not limited to the following:

- Flexible worksites (e.g., telecommute);
- Flexible work hours (e.g., staggered shifts);
- Increased physical space between employees at the worksite;
- Increased physical space between employees and customers; including glass partitions
- Increased messages with sign and floor markings
- Flexible meetings and travel options (e.g., postponed non-essential meetings or events);
- Downsized operations; and
- Delivered services remotely (e.g. phone, video, or web).

Since SPVUSD has more than one facility, SPVUSD supervisors, in collaboration with the Superintendent, have the authority to take appropriate actions based on services that each department provides.

SPVUSD Outside Visitor Policies Limit Exposure to Staff

1. Campus access will be limited for parents and/or visitors. All campus gates will be closed once school begins each morning except the parking lot entrances. Anyone entering campus after the bell beginning school will be required to report to the site office.
2. Only visitors/parents who are attending an IEP, SST, Parent Conference, or special event will be allowed on campus or in the office.
3. All visitors/parents are required to wear a face covering at all times.
4. All visitors/parents are required to report to the site office to have their temperatures taken. Any parent and/or other visitors exhibiting signs of illness or a temperature higher than 100.3 degrees will be denied access to campus.
5. If a parent is picking up and/or dropping off a child, the parent/guardian must call the office and the office staff will come out and pick up the child and/or deliver the child to the parent/guardian.

***This is a working draft and will be updated as conditions and requirements are updated by State and Local Public Health Officials. Updated on: 6/23/2020 12:14 PM*

SPVUSD Office and Operations COVID-19 Response Plan Working Draft

6. For assistance at the Elementary/Preschool dial extension 2100, Middle School/CDS dial extension 2494, High School/Bill Manes dial extension 2200.
7. Due to safety concerns related to COVID-19, parents will not be allowed to bring food to their students during the school day.
8. All current visitor policies are still in effect. (Please see site Parent/Student Handbook for visitor policies or call the site office)
9. All deliveries will occur at the District Office or Cafeteria (Sysco and Bonsuisse). Any delivery personnel entering the main office must wear personnel protective equipment.

APPENDIX A

COVID-19 Daily Self Checklist

Review this COVID-19 Daily Self Checklist **each day before going to work**. Consider your personal health and if you have any chronic symptoms or are these NEW symptoms.

If you answer YES to any of the questions below, STAY HOME and follow the steps below:

- Step 1: Enter the absence in Frontline
- Step 2: Contact your supervisor
- Step 3: Contact your Healthcare provider

If you start to feel sick during your work day, follow steps 1 and 2 above.

Do you have a fever (temperature over 100.3°F) without having taken any fever reducing medications?

- YES
- NO

Loss of Smell or Taste?

- YES
- NO

Muscle Aches?

- YES
- NO

Sore Throat?

- YES
- NO

Cough?

- YES
- NO

Shortness of Breath?

- YES
- NO

Chills?

- YES
- NO

Headache?

- YES
- NO

Have you experienced any gastrointestinal symptoms such as nausea/vomiting, diarrhea, loss of appetite?

- YES
- NO

Have you, or anyone you have been in close contact with, been diagnosed with COVID-19, or been placed on quarantine for possible contact with COVID-19?

- YES
- NO
- If Yes, contact our Human Resources Office*

Have you been asked to self-isolate or quarantine by a medical professional or a local public health official recently?

- YES
- NO
- If Yes, contact our Human Resources Office*

The CDC has helpful information about the symptoms of the CoronaVirus. Click here <https://bit.ly/2ZB7K1X> or, scan QR Code with your camera phone.

Visit the Imperial County Public Health Department: www.icphd.org



***This is a working draft and will be updated as conditions and requirements are updated by State and Local Public Health Officials. Updated on: 6/23/2020 12:14 PM*

APPENDIX B

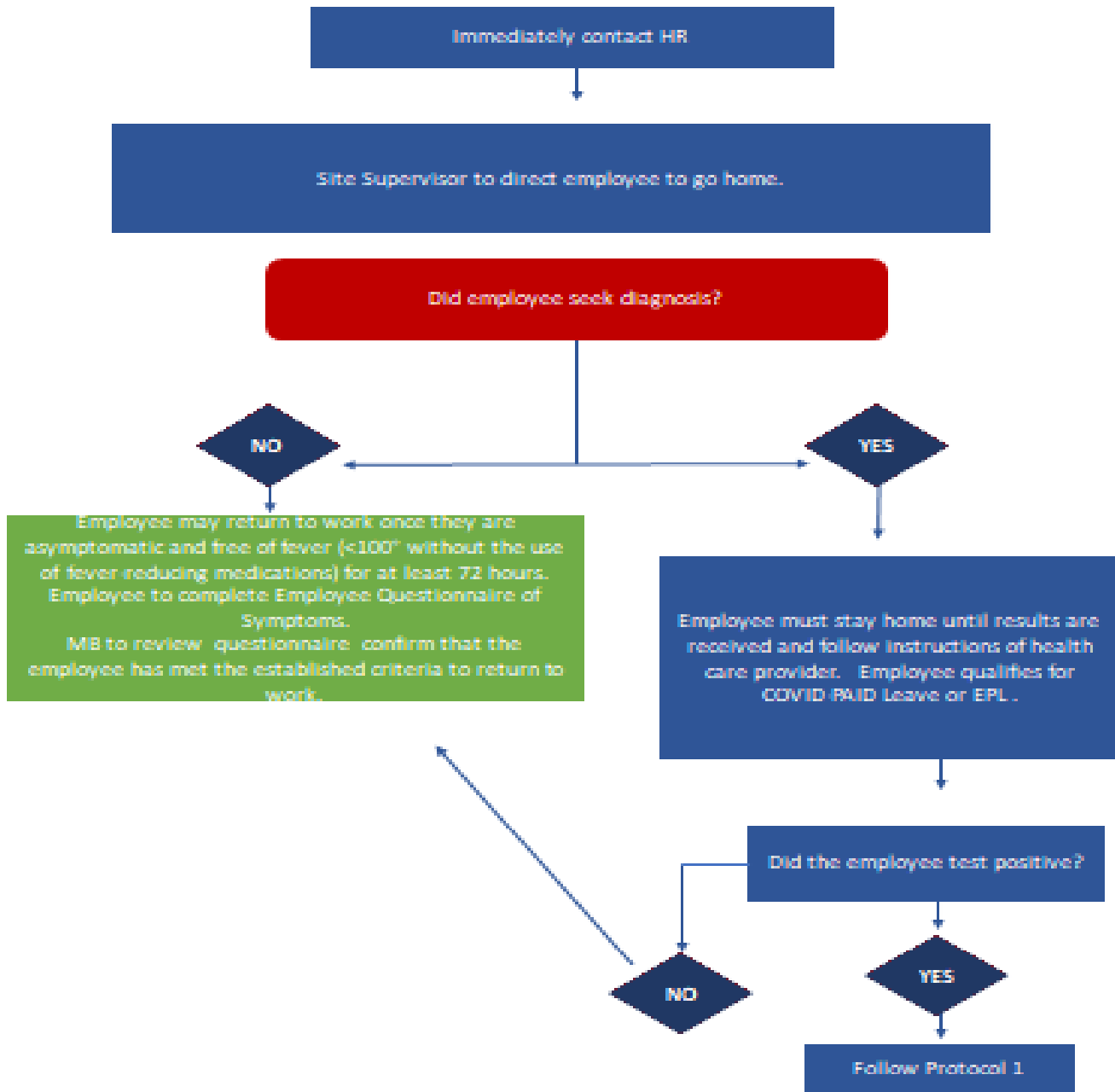
**SPVUSD COVID-19 Guidance - Protocol 1:
If an employee tests positive for COVID-19**



***This is a working draft and will be updated as conditions and requirements are updated by State and Local Public Health Officials. Updated on: 6/23/2020 12:14 PM*

APPENDIX C

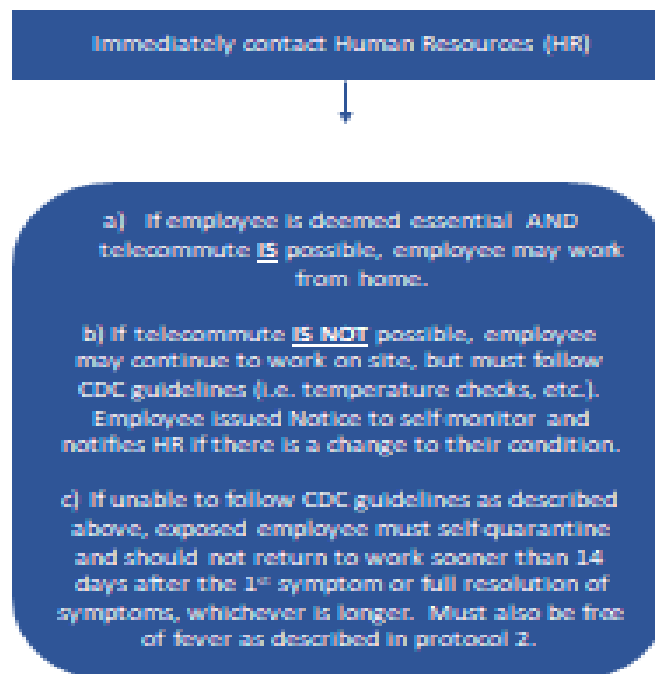
SPVUSD COVID-19 Guidance: Protocol 2
If an employee displays symptoms of COVID-19
(fever OR cough, sore throat or difficulty breathing)



***This is a working draft and will be updated as conditions and requirements are updated by State and Local Public Health Officials. Updated on: 6/23/2020 12:14 PM*

APPENDIX D

SPVUSD COVID 19 Guidance: Protocol 3
If an employee is exposed to a family or household member or co-worker who has tested POSITIVE, but the employee tests negative and/or displays no symptoms



APPENDIX E

SPVUSD COVID-19 Guidance: Protocol 4
If an employee is experiencing issues with child care due to
the center or individual being closed due to COVID-19
related issues



Employee is to contact HR immediately

RESOURCES

SPVUSD

- Human Resources: <http://www.SPVUSD.net/Departments/Human-ResourcesPayroll/index.html>
- COVID-19 Recovery: <http://www.SPVUSD.net/General-Info/Coronavirus-Information/index.html>

County

- Imperial County Public Health Department: www.icphd.org
- Imperial County Roadmap to Recovery: <http://www.icphd.org/roadmap-to-recovery>
- For general inquiries, call the Imperial County Public Health Department Information Line (442) 265-6700.
- COVID-19 Testing: <https://lhi.care/covidtesting>

State

- California Office of Emergency Services: <http://www.oesnews.com/>
- California Department of Public Health and CDPH's public announcement website: <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/ncov2019.aspx> www.covid19ca.gov
- California Labor & Workforce Development Agency: <https://www.labor.ca.gov/Coronavirus2019/>
- State of California's Employment Development Department: https://www.edd.ca.gov/about_edd/coronavirus-2019.htm

Nation

- Centers for Disease Control and Prevention: <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

***This is a working draft and will be updated as conditions and requirements are updated by State and Local Public Health Officials. Updated on: 6/23/2020 12:14 PM*