



Oxnard School District

COVID-19 Safety Guidance for Employees Returning Back to Work

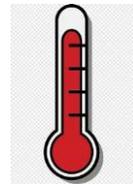
By Risk Management

Welcome back! The Oxnard School District is committed to maintaining a safe and healthy workplace. The District's employees are a priority, while ensuring the continuity of essential services for our students and our community. We will continue to actively monitor the status of the Coronavirus (COVID-19) with local public health officials and the Centers for Disease Control and Prevention (CDC), and is implementing applicable guidelines and recommendations as they are provided by the experts.

Please review and follow the guidance below:

COVID-19 Related Symptoms?

- Cough
- Fever of 99.5 Fahrenheit (using a no-touch thermometer) or 100.4 Fahrenheit using (a regular thermometer) or Chills
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Sore throat
- Congestion
- Running nose
- Nausea or vomiting
- Diarrhea
- New loss of taste or smell



This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.

All school and district facilities will display signage reminding the public that anyone with COVID-19 symptoms must not enter the campus. Employees and visitor's temperature checks will be taken prior to entering district location.

Employee Daily Health Screening

- Employees shall self-monitor for signs and symptoms of COVID-19 at home before reporting for work. If you feel sick or displaying any symptoms related to the virus, you must stay home, notify your supervisor and the report absence on Frontline.

COVID-19 Symptom Self-checker:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>



Knowing When to Stay Home and Self-Isolate

IF YOU HAVE	IF YOU HAVE HAD	IF YOU HAVE HAD
Tested positive or have symptoms** and are in the process of being tested.	Close contact* to a person who has tested positive, or has symptoms** and is in the process of being tested,	Close contact* to a person who has been in close contact* to a person who has tested positive, and the exposed person has no symptoms and has not tested positive,
THEN	THEN	THEN
<p>Stay home. Self-isolate until all the Following are met:</p> <ul style="list-style-type: none"> • 3 days with no fever; • Symptoms improved; • 10 days since symptoms first appeared. 	<p>Stay home. Self-isolate for 14 days and self-monitor for symptoms. Follow CDC guidance if symptoms develop.</p>	<p>Continue to work unless/until you or the exposed person exhibits symptoms or tests positive.</p>

Reporting COVID-19 And COVID-19 Absences

- Student and employee who are staying home as a result of testing positive for COVID-19, experiencing COVID-19 related symptoms, or having close contact with someone who has tested positive or has symptoms should report this information to school office staff for students and immediate supervisor and the Human Resources Department for employees. Employees must record absences in Frontline.

Signage, Supplies & Personal Protective Equipment (PPE)

The following items have/are being set up at each school:

- Plexiglass partitions for protections where 6-foot spacing cannot be maintained, such as the front office desk
- Directional walkways
- Messaging signs and floor stickers to promote physical distance and good hand hygiene

The following items have been sent to schools based upon student enrollment and staff numbers:

- For employees: A selection, as available, of face coverings and face shields will be provided



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- For students: Face coverings will be provided on an “as needed” basis with the preference that parents provide a face covering that best suits their child.
- Schools Provide:
 - Hand Washing supplies
 - Hand Sanitizer (Hand sanitizer will be fragrance-free and contain at least 60% ethyl alcohol)
 - Touchless Thermometers
 - Cleaning & disinfecting supplies in every room
 - Gloves
 - Masks as needed; however, we ask that student bring their own
 - N95 Respirators for use by staff, as conditions require

Arrival at Work

- Students and staff members will be required to wear face coverings
- Student and staff should maintain a distance of 6 feet or more from their peers/coworkers
- Arrival/departure time and campus entry points will be managed to allow for appropriate physical distancing.
- Signage will be posted throughout school campus to remind staff/students to wear facemasks, physically distancing, and wash hands.
- STAFF
 - A wellness check will be performed on all employees entering the facility to include:
 - Scanning QR code prior to entry and answer question regarding experiencing any COVID-19 symptoms (to include fever or chills, aches, fatigue, cough, sore throat, congestion or runny nose, shortness of breath or difficulty breathing, nausea or vomiting, diarrhea or any new loss of taste or smell)
 - Conduct a self-serve no-touch temperature check
 - Staff who have direct contact with students will be tested every two months based on the guidance from VCPH.

Anyone exhibiting or reporting symptoms of COVID-19 or having a temperature at or above 99.5° F using a no-touch thermometer will be excluded from entering the campus/facility

Use of Facial Coverings

- All employees will be required to wear a facial covering while at work indoor or outdoors to reduce the spread of the virus. Facial masks will be available for employee use at each location. Employee may choose to bring their own facial covering or masks. Mask use will be required throughout the day unless the employee works alone in an enclosed office or they are in their own vehicle alone.





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- If an employee is unable to wear a mask because of an underlying medical condition and/or exemption as stated in the California Department of Health guidelines employees should submit a written accommodation requests to Dr. Victor M. Torres, Assistant Superintendent Human Resources or Norma Magana, Risk Manager for consideration.

What Kind of Masks are Approved?

- All OSD students and staff over the age of two (2) years old will be required to wear a mask. If students do not have a mask, a disposable mask will be provided. It is encouraged to send child with an extra mask.
 - ✓ Non-medical disposable masks.
 - ✓ Cloth face covering.
 - ✓ Masks with two or three layers. It can be made of a variety of materials, such as cotton, silk, or linen. A cloth face covering may be factory-made or sewn by hand or can be improvised from household items such as scarfs, T-shirts, sweatshirts, or towels.
 - ✓ Select a face covering that covers your nose and mouth, goes under the chin, and does not have significant gaps around the nose or other parts of the face.
 - ✓ Be sure that the ear loops or ties are tight enough to keep the face covering from sliding down the nose.
 - ✓ Gaiters- Wear a gaiter only if it has two layers or fold it to make two layers.

Non-Approved Masks?

	<p>X Masks with exhalation valves/vents</p>
	<p>X Masks that are intended for healthcare workers (ex: N-95)</p>
	<p>X Face Shields ONLY Evaluation is ongoing, but effectiveness is unknown at this time. CDC does not currently recommend use of face shields as a substitute for masks.</p>
	<p>X Bandanas Does not provide adequate protection. CDC recommends using a bandana to make a face covering, seen here</p>
	<p>X Masks that are made of fabric that makes it hard to breathe (ex: leather or plastic)</p>



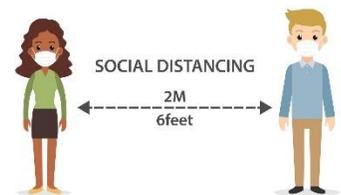
Follow preventive measures including good hand hygiene

- Wash your hands frequently throughout the day with soap and water for at least 20 seconds or use a hand sanitizer that contains at least 60-95% alcohol if you don't have access to soap and water;
- Avoid touching your eyes, nose, and mouth with unwashed hands;
- Avoid close contact with people who are sick;
- Cover your mouth when you cough or sneeze with a tissue, then throw it away and wash your hands;
- Frequently clean and disinfect touched objects and surfaces, several times per day.



Practice social distancing at all times

- Employees and visitors must remain 6-feet apart from one another;
- Telephone or email communication rather than in-person;
- Avoid in-person congregations or social gatherings
- Use web-based platforms (Zoom) meetings in lieu of onsite meetings;
- Avoid handshaking;
- Avoid hugs;
- Do not carpool or rideshare



Use of Gloves in Selected Environments

- Employees who have regular interaction with the public, shall wear nitrile gloves;
- Employees who process mail, receive paperwork and/or documents from public shall place items in a holding area (small trash bag, bin) for 24 hours before processing;
- Gloves will be made available by the district and varies in sizes

Social Gatherings

- No more than 10 attendees including facilitator;
- All attendees must adhere to 6-feet social distancing;
- Must wear facial coverings at all times.



Cleaning & Disinfecting

- Employees should clean and disinfect their own common work areas frequently such as: work desk, conference table, telephones, headset, keyboards, mice, and laptop keyboards;
- Use an approved EPA disinfectants <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>. Supplies are available through the Warehouse.

Any questions regarding the above information, please contact Risk Management or Human Resources. Thank you!

