

# COVID-19 WORKSITE SPECIFIC PLAN

## MAXWELL ELEMENTARY AND MIDDLE SCHOOL

### Person Responsible for implementing this plan:

Staci deWit, Principal at Maxwell Elementary and Maxwell Middle School is responsible for implementing the plan.

### Risk Assessment:

Maxwell Unified School District Employees are classified as medium exposure risk per the OSHA Classifications.

### Control Measures to Prevent the Spread of the Virus:

(Click on the underlined items below to go on CDC.CDPH/and other source)

#### 1. Individual Control Measures & Screening

- a. Employees will be provided face masks, face shields, disposable gloves, and hand sanitizer/soap, as needed. Signage to help guide employees as per safety measures will be placed all over the campus.
- b. Employees will complete a symptom screening daily prior to coming on site. [Symptom screenings and/or temperature checks.](#)
- c. [Workers who are sick or exhibiting symptoms of COVID-19 to stay home.](#)
- d. [Encourage Frequent hand washing and use of hand sanitizer.](#)
- e. [Provide disposable gloves to workers using cleaners and disinfectants if required.](#)  
Consider gloves a supplement to frequent hand washing for other cleaning, tasks such as handling commonly touched items or conducting symptom screening.
- f. Require cloth face covers according to the [State Public Health Guidance.](#)
- g. Close or increase distance between tables/chairs in breakrooms or provide break areas in open space to ensure physical distancing.
- h. Visitors & members of the public will use face masks/covers.

#### 2. Cleaning & Disinfecting Protocols

- a. Perform cleaning and disinfecting of frequently touched surfaces and in high traffic areas. [Frequently disinfect commonly used surfaces and personal work areas.](#)
- b. Clean and sanitize shared equipment between each use.
- c. Clean touchable surfaces between shifts or between users, whichever is more frequent.
- d. Equip shared spaces with proper sanitation products, including hand sanitizer and sanitizing wipes and ensure availability.
- e. Ensure that restroom facilities stay operational and stocked at all times.
- f. Use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions and Cal/OSHA requirements.
- g. Provide schedule for employees to implement cleaning and disinfecting practices.

#### 3. Physical Distancing Guidelines

- a. Implement measures to physically separate workers by at least six feet using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers should stand).
- b. Reconfigure office spaces, staff rooms, etc. and decrease maximum capacity for conference and meeting areas.
- c. In-person meetings, if they are necessary, to ensure physical distancing.
- d. Stagger employee breaks, in compliance with wage and hour regulations, if needed.
- e. Reconfigure, restrict, or close common areas and provide alternative where physical distancing can be practiced, if needed.

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## Employee Training:

Training Information as required by the California Department of Public Health Guidance is sourced from the CDC (Centers for Disease Control):

1. Employees shall watch safety video “COVID-19: How to Protect Yourself and Others” on TCSIG safety training videos which covers the information below. **Click on** the underlined items below to go to CDC/CDPH/ and other source.
  - a. [Information on COVID-19](#)
  - b. [Preventing the Spread](#)
  - c. [Vulnerable/High Risk Individuals](#)
  - d. [Self-Screening Instructions/Symptom Checks based on the CDC Guidelines](#)
  - e. [Sick Employees](#): The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.
  - f. [When to seek medical attention](#): Look for emergency warning signs\* for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately, trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, bluish lips or face. *\*This list is not all possible symptoms.* Please call your medical provider for any other symptoms that are severe or concerning to you. Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.
  - g. [The importance of hand washing](#)
  - h. [The importance of physical distancing](#), both at work and off work time.
2. Face Coverings
  - a. [Face coverings, masks, and respirators](#)– Information & Overview
  - b. [Face coverings, masks and respirators](#)– Handout
  - c. [Use of cloth face coverings to help slow the spread of COVID-19](#)– CDC Recommendations
3. Employees are assigned the flowing safety videos on [Healthy Schools Act](#)- Integrated Pest Management Training. This video is assigned [to all teachers, staff, and volunteers who use sanitizing wipes or sprays.](#)

**Additional training materials below contain COVID-19 awareness as well as optional supplemental information on Coping with Stress and Anxiety techniques and other COVID-19 information**

- Optional Training: “Managing Stress and Anxiety during the Coronavirus Pandemic”
- Optional Training: “COVID-19: How to Clean and Disinfect Your School”

These additional training videos can be found on your TCSIG safety video portal. You will find these videos under “Available Courses” in alphabetical order. Please see your site administrator If you have any questions.

