



Infectious Disease Preparedness Plan for Influenza Pandemic and COVID-19

Responsibilities of Supervisors

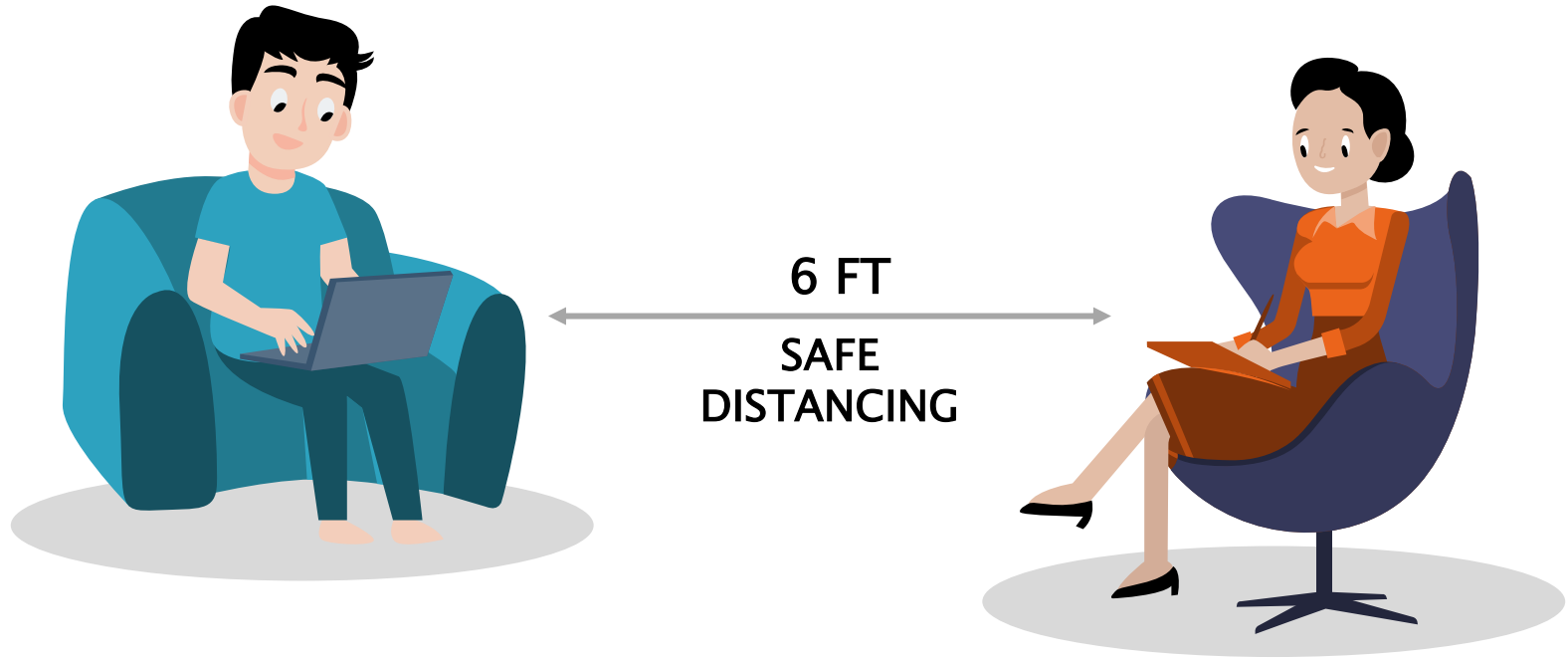
All supervisors must be familiar with this Plan and prepared to answer questions from employees.

Supervisors are expected to set a good example by following the Plan, which includes practicing frequent hand washing and following jobsite safety practices to prevent the spread of the virus/infectious disease.

Supervisors are to encourage this same safe behavior from all employees.

Coronavirus (COVID-19) Prevention

Social Distancing



Maintain a distance of six feet or more between people.

Coronavirus (COVID-19) Prevention

Social Distancing Tips



1

In-person meetings should be short, in a large meeting room where people can sit at least six feet from each other; avoid shaking hands.



2

Eliminate unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.



3

Do not congregate in work rooms, pantries, copier rooms or other areas where people socialize. Keep six feet apart when possible and wear PPE.



4

Bring lunch and eat at your desk or away from others.



5

Avoid public transportation and ride-sharing.



6

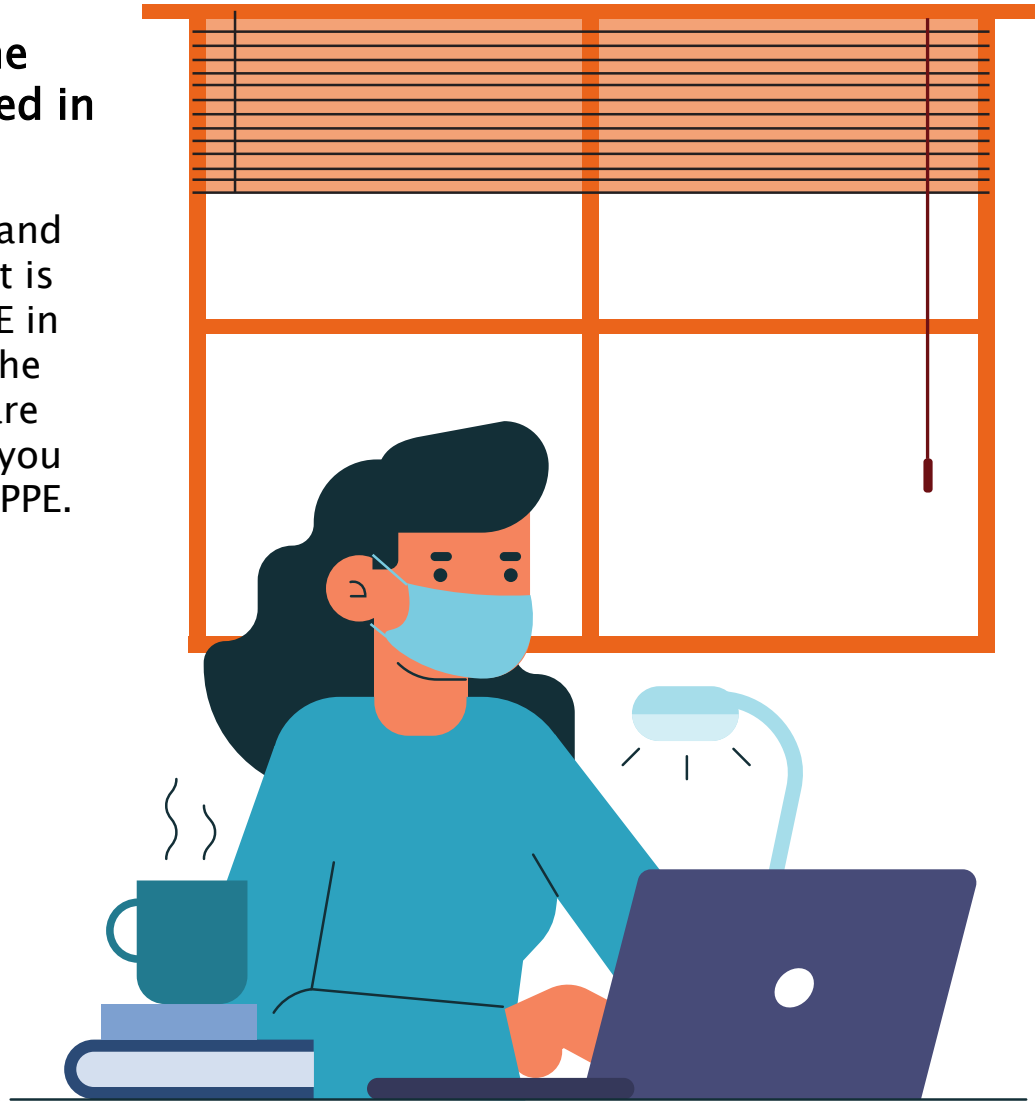
Limit recreational or other leisure classes, meetings, activities, etc., where close contact with others is likely.

Coronavirus (COVID-19) Prevention

Wear Personal Protection Equipment (PPE)

Cloth Masks in the Workplace are required in common areas

To protect yourself and those around you, it is required to wear PPE in common areas in the workplace. If you are alone at your desk, you do not have to wear PPE.



Coronavirus (COVID-19) Prevention

Cover your Cough and Sneeze and Avoid Touching your Face



**Cover with
Napkin**



Airing the Room



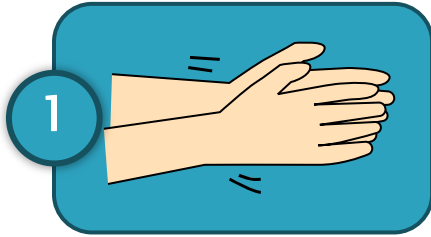
Cover by Elbow



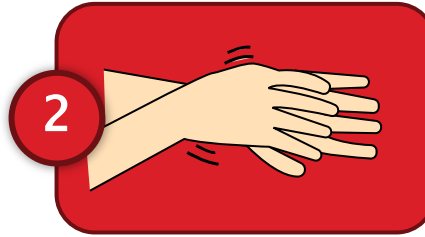
**Avoid Touching
Face**

Coronavirus (COVID-19) Prevention

Post Signs to Promote Washing Hands Properly, for at least 20 seconds



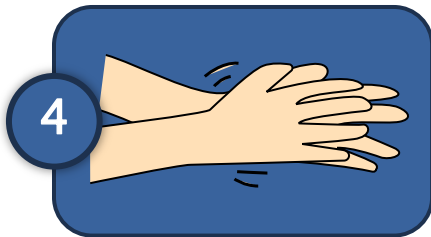
Wet hands with water, apply soap and rub hands palm-to-palm



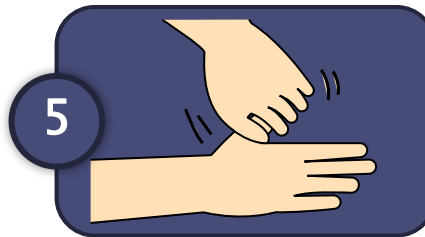
Rub back of each hand with opposite palm



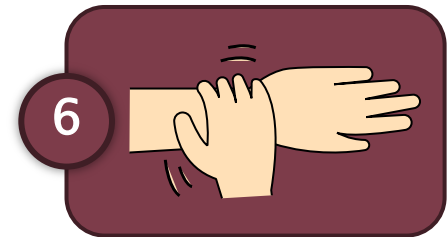
Rub fingertips in opposite palms to wash under nails



Rub between fingers



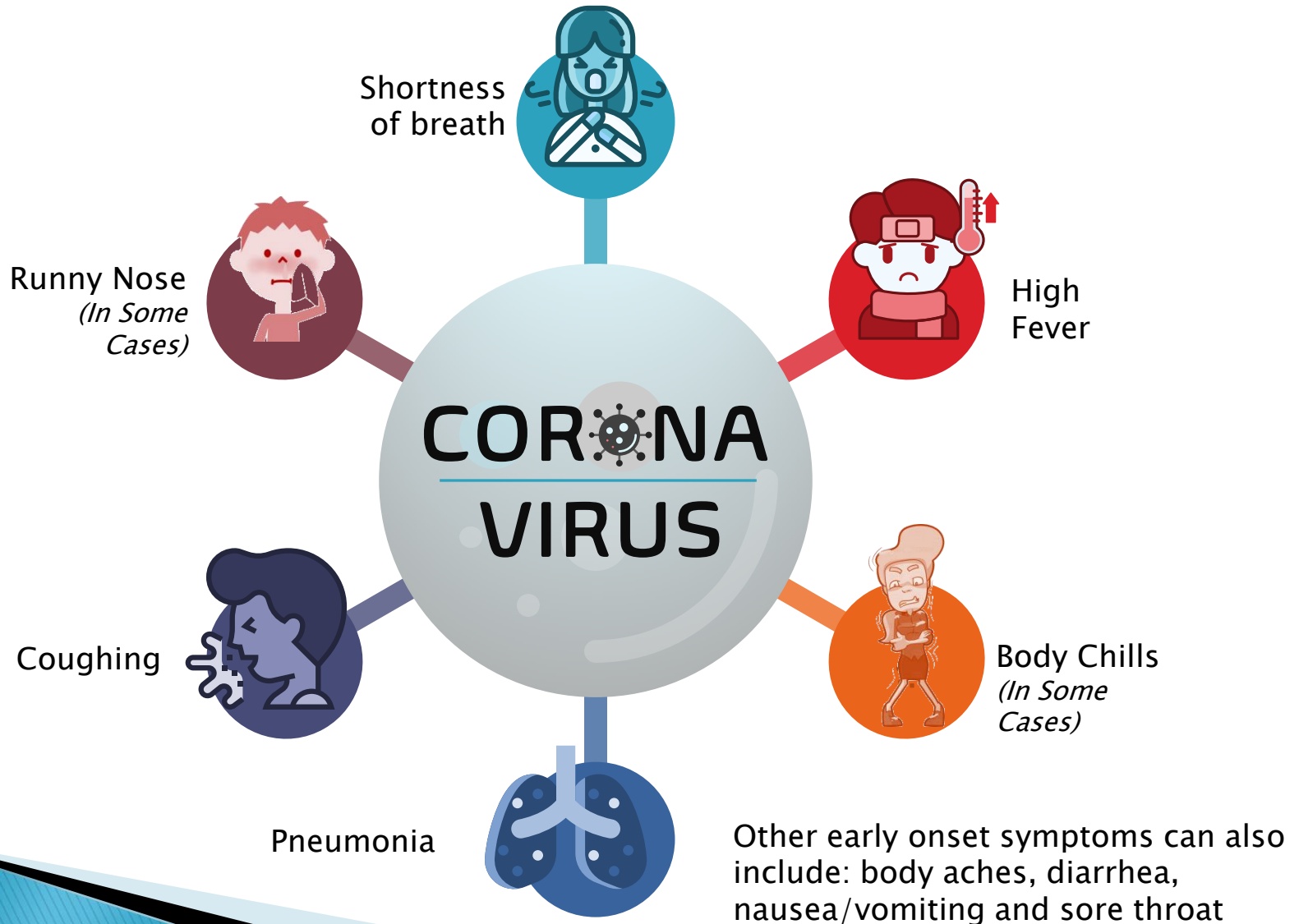
Rub each finger, thumb clasped in opposite hand



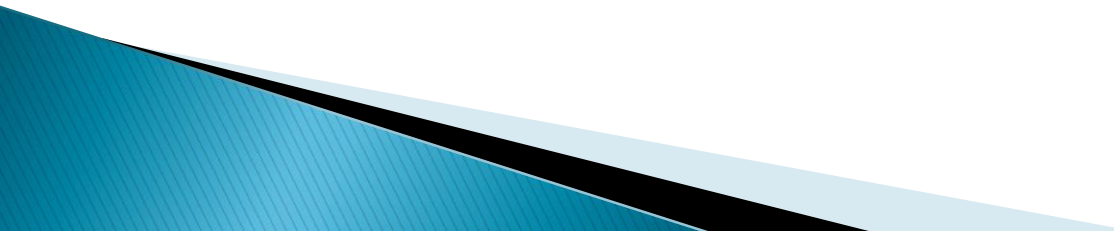
Scrub Wrists

Coronavirus (COVID-19) Prevention

If you experience any of the symptoms below, report them on the daily screening checklist and your supervisor to determine whether or not you are able to report to work.



Building Protective Measures

- The “Screening Form” or online MISymptoms Screener shall be used for each entry into a school building.
 - Any employee/contractor/visitor showing symptoms of COVID-19 will be asked to leave the jobsite and return home.
 - Employees will be encouraged to stagger breaks and lunches, if practicable, to reduce the size of any group at any one time to less than ten (10) people or any space that shall accommodate persons to at least six (6) feet apart.
 - In the event access to running water for hand washing is impracticable, to the extent available, alcohol-based hand sanitizers and/or wipes should be used.
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When Employees Exhibit COVID-19 Symptoms

If an employee exhibits COVID-19 symptoms, the employee may return to work 24 hours after fever resolution) without the use of fever-reducing or other symptom-altering medicines) and improvement of symptoms.

To the extent practical, employees are required to obtain a doctor's note clearing them to return to work.

When Employees Test Positive for COVID-19

An employee who tests positive for COVID-19 will be directed to self-quarantine at home, consistent with any operable Executive Order or other guidance from proper authorities.

Employees who test positive and have been hospitalized may return to work when directed to do so by their medical care providers. The School District may require an employee to provide documentation clearing his or her return to work.

When Employees have Close Contact with an Individual who has Tested Positive for COVID-19

Employees who have come into close contact with an individual who has tested positive for COVID-19 (co-worker or otherwise) will be directed to self-quarantine for 10 days from the last date of close contact with that individual. Close contact is defined as within six (6) feet for a prolonged period of time.

If the School District learns that an employee has tested positive, the School District will notify the Health Department and conduct an investigation to determine co-workers who may have had close contact with the confirmed-positive employee.

Confidentiality/Privacy

The confidentiality of all medical conditions will be maintained in accordance with applicable law. When it is required, the number of persons who will be informed that an unnamed employee has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others.

A complete copy of the
LCPS Infectious Disease Preparedness Plan for Influenza Pandemic and COVID-19
May be requested from your supervisor or found at www.LC-PS.org