

**South Coast ESD
Oregon OSHA COVID-19
Risk Assessment and Compliance Response**

3a Physical Distancing

Social Distancing is a primary tool in fighting the spread of communicable diseases. Staff and students alike are not used to staying apart from one another and require training and reminders to maintain physical distance.

Physical Environment

- Occupancy should be established in each room and displayed prominently so that all staff can adhere to requirements
 - Establish a minimum of 35 square foot of space for each person
 - Staff should also remain 6 feet from one another
- Establish signage to remind staff of the 6ft social distancing requirement
- Primary office locations have blue tape around common area desks to remind staff of social distancing and at each door way to indicate a cohort and remind staff of social distancing

Training

- Staff will be trained in occupancy, cohorting and physical distancing requirements and its purpose

Monitoring

- A social distancing officer will be identified to assist in the monitoring and maintaining of social distancing requirements

3b Masks, Face Covering or Face Shield

It is now established that people without symptoms can spread the virus that causes COVID-19, and this is a significant contributor to person-to-person spread. Face coverings decrease the spread of COVID-19 as “source control” of a contagious person’s respiratory secretions. Use of face coverings does not change physical distancing requirements. In addition, emerging evidence suggests that airborne transmission may play a role in the spread of COVID-19, via exposure to small droplets and aerosols that contain the virus and can linger in the air for minutes to hours. This means the virus may be able to infect people who are farther than 6 feet away from the person who is infected, especially in enclosed indoor spaces, when people are shouting, singing or exercising, and when air ventilation is suboptimal (RSSL, Pg. 32)

Face Shields v Face Coverings

Face coverings are preferred over face shields, as they may provide better containment of small aerosols that can be produced while talking. Use of a face shield alone should only be done on a very limited basis, because wearing a face shield alone without a mask or face covering increases the potential for transmission of viruses to those in the same room as the individual without the mask or face covering (RSSL, Pg. 32-33).

Required

- ✓ Face coverings or face shields for all staff, contractors, other service providers, visitors or volunteers following CDC guidelines for Face Coverings.
 - Individuals may remove their face coverings while working alone in private offices.
 - Face shields are an acceptable alternative when a person has a medical condition that prevents them from wearing a mask or face covering, when people need to see mouth and tongue motions in order to communicate, or when an individual is speaking to an audience for a short period of time and clear communication is otherwise not possible.
- ✓ Face coverings or face shields for all students in grades Kindergarten and up following CDC guidelines for Face Coverings. Face shields are an acceptable alternative when a student has a medical condition that prevents them from wearing a mask or face covering, or when people need to see the student’s mouth and tongue motions in order to communicate.
- ✓ Face coverings should be worn both indoors and outdoors, including during outdoor recess.

- ✓ “Group mask breaks” or “full classroom mask breaks” are not allowed.
- ✓ Face coverings need to be worn even when staff are behind Plexiglas barriers.
- ✓ Face coverings are required when traveling for work and more than one individual is in the vehicle
- ✓ *Note: See Program Secretary for a mask if you need one*

3c. Cleaning and Sanitation

SCESD has a comprehensive cleaning plan to include:

- ✓ Leveled Cleaning Plan
- ✓ Common Area – Clean in/Clean out procedure
- ✓ Electrostatic Sprayer
- ✓ Protocol for Cleaning Technology Equipment

Leveled Cleaning Plan

General Cleaning Plan
<p>All common areas cleaned daily (conference areas, breakroom, board kitchen, lobby) Bathrooms daily Office garbage cans on Tuesday, Wednesday & Friday Vacuum rotation – each area vacuumed one time a week Dust rotation – each office area divided into weekly sections so that all offices are one time a month</p> <p><i>*Cleaning routines include soap, water, cleaning solution where necessary</i></p>
Cleaning Plan for Outbreak in Neighboring Areas
<p>Common areas cleaned daily (conference areas, breakroom, board kitchen, lobby) Bathrooms cleaned daily All door knobs and common touch points cleaned daily All common areas sprayed with hepicide daily (If used) Lobby, hallways, breakroom sprayed with hepicide daily Offices on clean in/clean out routine (staff clean their area with Clorox and hepicide upon arrival and departure) In between large group gatherings and one time daily, the electrostatic sprayer will be used in all common areas.</p> <p>Office garbage cans on Tuesday, Wednesday & Friday Vacuum rotation – each area vacuumed one time a week Dust rotation – each office area divided into weekly sections so that all offices are one time a month</p> <p><i>*Cleaning routines include soap, water, cleaning solution where necessary, sprayed with disinfectant</i></p>
Cleaning Plan for Outbreak in Local Area
<p>Common areas cleaned daily (conference areas, breakroom, board kitchen, lobby) Bathrooms cleaned daily All door knobs and common touch points cleaned 2-3 times daily All common areas sprayed with hepicidat daily Offices on clean in/clean out routine (staff clean their area with Clorox and hepicidat upon arrival and departure)</p> <p>All non-essential rooms will be cleaned and closed in order to concentrate on daily full office cleaning. The electrostatic sprayer will be used in all inhabited rooms daily</p> <p>Office garbage cans daily Vacuum rotation – each area vacuumed one time a week, Dust rotation – each office area divided into weekly sections so that all offices are one time a month All cleaning routines recommended by the LPHA</p> <p><i>*Cleaning routines include soap, water, cleaning solution where necessary, sprayed with disinfectant</i></p>

Common Area – Clean in/Clean out procedure

SCESD is committed to ensure the safety of our staff and students. Cleaning is an essential part of preventing the spread of disease. Staff can help by cleaning themselves in and out of their designated spaces.

1. Clean in

- When you arrive to your designated workspace complete the following:
- Using the provided cleaning equipment to wipe down surfaces and common touch points

2. Clean out

- When you leave your designated workspace complete the following:
- Using the provided cleaning equipment to wipe down surfaces and common touch points

3. Notes

- This cleaning procedure will not replace the regular cleaning by the custodial department
- If you need cleaning supplies please reach out to your program secretary

Electrostatic Sprayer

SCESD has an electrostatic Sprayer to assist in disinfection. The sprayer will not replace regular cleaning, especially common touch points. The leveled cleaning plan will be adhered to for daily cleaning plans.

Preparation for Spraying

1. Daily spraying will be done before or after the operating hours of the ESD office.
2. Cleaning between large groups in common areas will occur with doors closed to populated office areas and outside doors and windows open to increase ventilation where possible.
3. The person spraying will wear a mask. Additional PPE such as gloves and protective clothing are provided but optional.

Spraying

1. Make sure the environment is prepped for spraying and the person spraying is wearing PPE.
2. Wave the sprayer wand over the areas that need disinfected

Closed door common spaces (conference room, board room, gym)

1. Close area and place a sign on the door.
2. The sign will indicate that no one should enter until the time specified.
3. The person spraying will mark the sign with 15 minutes after the completion of spraying.
4. The sign will say “Do not enter until X time.”

Open area common spaces (Lobby, hallways, breakroom etc.)

1. The areas will be sprayed before or after regular working hours
2. The spraying will be done with enough time to ensure that there is 15 minutes dry time before staff utilize the space
3. Ventilate where possible

Utilizing the Space after Spraying

1. Staff will wait until the designated time to utilize the common space.
2. Staff will remove signs if placed and utilize the space.
3. After the staff are done with the space and before the next cohort the space will be sprayed again based on the leveled cleaning plan for the day.

Protocol for Cleaning Technology Equipment

Preparation

You will need some bleach-free disinfectant wipes or a solution of 40 percent rubbing alcohol and 60 percent distilled water. Using full-strength rubbing alcohol can damage the coating that helps to keep smudges off the screen. You will also need a couple of microfiber cloths or any cleaning cloths that are linen free.

Harsh cleaning supplies like bleach should **NEVER** be used on your electronics since they can also damage the screen and other parts of your devices. Also, avoid any abrasive cleaning brushes or cleaning pads that might scratch the surfaces of your device (this includes MagicErasers).

Last precaution – **NEVER** spray any cleaning solution directly onto your device. You should always apply the cleaning solution to a microfiber cloth and then apply it to the device to avoid any liquid getting into the device and causing damage.

Cleaning of the equipment will be the responsibility of the staff, and not a student.

Cleaning Procedure

Computers, Smart TV, Phones, and Chromebooks must be cleaned /disinfected in between use of students, and at least one time at the end of each week.

Step 1 – Completely power down your device or unplug the power cord if you are cleaning a Chromebox.

Step 2 – Disconnect any cables or peripherals that are plugged into a Chromebook. This will allow you to access and clean the device safely.

Step 3 – Use the disinfectant wipe or apply a small amount of rubbing alcohol solution to the cleaning cloth and completely wipe down the entire device, including the screen and around each key of the keyboard. Use a small amount of pressure to remove any fingerprints or smudges on the screen of the device, but not too much since this could damage the display.

Step 4 – After everything is dry, you can use a dry microfiber to buff the screen and remove any haze that might be lingering on the display from the disinfecting process.

3d Posting Requirements

- ✓ OSHA COVID Hazard Poster Posted: Main Coos Office (primary entrance upstairs/downstairs-, bathrooms, breakroom, employee posting board) Gold Beach Office (Front Entrance, Employee Posting Board)

3e Building Operators

SCESD CDMP supports the operations of the SCESD offices. CDMP is located <http://www.scesd.k12.or.us/wp-content/uploads/2020/09/20200930062618684.pdf>

Posting Requirements

- Masks, social distancing-posted in all common areas,
- Cohort reminders, occupancy rates posted at the door of each room,
- Handwashing all bathrooms and every sink

3f Ventilation Requirements

The ESD is committed to a clean and safe environment with as healthy as possible ventilation system that we can feasibly provide. We are dedicated to addressing any equipment failures in a timely manner and developing safety practices as the organization addresses the ventilation needs.

Before

1. The ESD will maintain:
 - A map of the ventilation system
 - Filter locations
 - Filter sizes
 - Replacement Intervals
2. The ESD will chart replacement of the filters, noting the date of replacement

During

1. During a declared pandemic or local outbreak of a communicable disease the ESD will:
 - Work with the heating company to evaluate all ventilation systems to determine if they are working properly,

- Review the replacement intervals and filter types to determine if adjustments need to be made based on the information available,
 - Research the companies around us including healthcare to determine if the filter MERV rating should be increased (if the ventilation system will handle it),
2. Follow the replacement intervals recommended by the heating company.
 3. Determine if additional filtration systems or strategies are feasible and relevant based on the communicable disease event.

After

1. After the communicable disease event has been declared over by the LPHA or OHA the district will:
 - Conduct a full replacement of the filters,
 - Resume the regular replacement practices in the “before” protocol,

Please contact Mike Baumer @ 431-266-2955 for questions about individual HVAC systems and to observe the monitoring checklist

3g Distancing Officer

SCESD Social Distancing Officer: Tenneal Wetherell, 541-266-3983, tennealw@scesd.k12.or.us

3h Risk Assessment

- ✓ 3h(A) SCESD Risk Assessment located at: SCESD website: <https://www.scesd.k12.or.us/Coronavirus-Information-Page-Education-and-Training-Resources>.
- ✓ 3h(B) SCESD Safety Team reviewed Risk Assessment and provided feedback on 12/15/20
- ✓ 3h(C) Risk Assessment Tool located at: SCESD website: <https://www.scesd.k12.or.us/Coronavirus-Information-Page-Education-and-Training-Resources>.
- ✓ details team members who completed the assessment

3i Employee Information Training

All Staff were provided training on the RSSL safety guidelines prior to the start of their service in the organization.

- Staff Training PPT is located: <https://www.scesd.k12.or.us/wp-content/uploads/2020/12/ESD-Ready-Schools-Training.pdf>
- COVID Related Scenarios Training is located at: <https://www.scesd.k12.or.us/wp-content/uploads/2020/12/COVID-19-Scenarios-overview.pdf>
- New Metrics Training is located at: <https://www.scesd.k12.or.us/wp-content/uploads/2020/12/New-Metrics-10.30.20.pdf>

In addition, all program staff are trained in individual program processes to include safety procedures and RSSL implementation processes at the classroom level. Please request additional information at info@scesd.k12.or.us

Infection Control Plan

- SCESDs CDMF is located at: <http://www.scesd.k12.or.us/wp-content/uploads/2020/09/20200930062618684.pdf>
- SCESDs Infectious Control Plan is located at: <https://www.scesd.k12.or.us/wp-content/uploads/2020/12/Infection-Control-Plan.OSHA..SCESD..pdf>
- SCESDs Blueprint for Reopening Schools plan is located at: <http://www.scesd.k12.or.us/wp-content/uploads/2020/11/Operational-Blueprint-Template-ECSE-Updated-11-2020-1.pdf>