



Santa Barbara SIPE

Joint Powers Self Insurance

COVID-19 Addendum 6/22/20

Employee Training

Provide regular training for employees on the following topics using interactive methods that are easy to understand including verbal, visual, audiovisual and picture-centered handouts and other resources:

- [What is COVID-19 and how is it spread](#)
- [Signs and symptoms of COVID-19](#)
- [When to seek medical attention if not feeling well](#)
- [Prevention of the spread of COVID-19 if you are sick](#)
- [Physical distancing guidelines](#)
- Importance of [washing hands](#) with soap and water for at least 20 seconds or use of hand sanitizer if soap and water are not readily available.
 - Hand washing should occur before and after using the toilet, eating, coming and going to work, after interactions with others, after contacting shared surfaces or tools, before and after wearing masks or gloves, and after blowing nose or sneezing.
- [Methods to avoid touching eyes, nose and mouth](#)
- [Coughing and sneezing etiquette](#)
- [Safely using cleansers and disinfectants](#)
 - Reading labels, wearing proper personal protective equipment (PPE), hazard review and steps to minimize harm to employees using those products.

Procedures to Help Prevent the Spread of COVID-19

- If a district opts for taking employees' temperatures on a daily basis, they should maintain daily logs which are confidential and if an employee has a fever of 100.0 - 100.4 degrees Fahrenheit or greater, the employee will be sent home.) If a district opts to not take temperatures, It should be encouraged for employees to check their own temperature prior to arriving at work and use the 100-100.4 F guidelines.
- Perform a daily intake of employees' health - if they have a cough, fever, shortness of breath or have been exposed to anyone with a positive diagnosis.
- If an employee is not feeling well and is exhibiting symptoms that may be attributed to COVID-19, such as acute respiratory symptoms or a fever, districts will do the following:
 - Provide resources including how to seek medical care information. Districts will send an employee home that is exhibiting any symptoms. Districts will determine how long the employee would be sent home for and if the employee will be compensated for the time off through paid sick leave or another vehicle.)
 - Districts will require any sick employee sent home to provide a doctor's note attesting that he/ she is fit for duty and able to return to work.)
 - If informed that an employee tests positive for COVID-19, districts must provide notice to health officials in the county/city in which they are working to thus provide districts with further guidance. Information includes but is not limited to:
 - The employee's work location, work hours, general and specific work duties, if the employee has traveled to multiple worksites recently with timing, and the last day the employee was at work. Identify who has been in contact with the employee. The employee's name will not be disclosed unless asked to by the health officials.
 - Districts will establish routine schedule to clean and disinfect common surfaces and objects in the workplace. This includes but is not limited to:
 - Tools, machinery, containers, counters, tables, chairs, benches, door handles, knobs, doorbells, drinking fountains, refrigerators, vending machines, portable restroom and bathroom surfaces, automobiles – inside and out, and trash cans.
 - The process of disinfecting includes providing disinfecting products, any PPE required for their safe use along with review of manufacturer instructions for proper use.

Procedures to Increase Physical Distancing

Physical distancing is an effective method that can help stop or slow the spread of an infectious disease by limiting the contact between people. For COVID-19, the recommended distance is at least 6 feet.

Employees will be asked to practice distancing outdoors including, but not limited to the following:

- ❑ When working indoors or outdoor areas
- ❑ Before starting the work shift
- ❑ After the work shift
- ❑ Coming and going from vehicles
- ❑ Entering, working, and exiting physical buildings or other structures
- ❑ During breaks and lunch periods
- ❑ When other work activities including using various tools

Good Sanitation Practices

- ❑ Check restroom facilities frequently and make sure they are clean and sanitary
- ❑ Assign an employee to check restrooms, open doors, re-stock toilet paper, clean and sanitize as necessary
- ❑ Make sure handwashing areas have plenty of soap, paper towels and that someone is cleaning and sanitizing
- ❑ Make sure handwashing supplies are re-stocked regularly
- ❑ Assign an employee to serve appropriate PPE including but not limited to gloves and facial coverings.
- ❑ Sanitize frequently

Limit Non-Essential Visits and Travel

- ❑ Transition into on-line meetings.
- ❑ Visitors must be approved before arriving, employees should maintain social distancing from visitors.
- ❑ Limit any unnecessary travel, this includes personal employee vehicles and district provided vehicles, with multiple passengers.
- ❑ Eliminate all non-essential and non-related services, such as entertainment activities.