

2020/2021 INJURY AND ILLNESS PREVENTION PROGRAM

Escondido Union High School District
302 N. Midway Drive
Escondido, CA 92027

Risk Management
Escondido Union High School District
(760) 291-3238

ASSIGNMENT OF RESPONSIBILITY (Title 8 California Code of Regulations §3203(a)(1))

EUHSD's lead Injury and Illness Prevention Program (IIPP) Administrator is:

Anne Staffieri, Superintendent
302 N. Midway Dr., Escondido, CA 92027
(760) 291-3201

EUHSD's Co-administrator for our IIPP is:

Olga West, Assistant Superintendent, Human Resources
302 N. Midway Dr., Escondido, CA 92027
(760) 291-3281

- This IIPP applies to all schools within our district.
- Each school in our district has been assigned a safety supervisor. School-site safety supervisors are responsible for implementing and maintaining this IIPP at their school sites and for answering employee questions about the district's IIPP. Each school-site safety supervisor has a copy of this IIPP. Please refer to Form A, located at the end of this plan for list of the district's school-site safety supervisors who will implement and maintain the IIPP at their school sites.

The master copy of this IIPP can be found at the District Service Center.

Other copies of the IIPP can be found at each school site within the district and online at:

<https://www.euhd.org/business-services/risk-safety/IIPP%20Written%20Injury%20Program%202019.pdf>

HAZARD ASSESSMENT / INSPECTION (Title 8 CCR §3203(a)(4))

Periodic inspections to identify and evaluate hazards in our schools sites will be performed by one or more of the following checked individuals:

- ✓ School-site safety supervisors in their school sites
- ✓ Our district's IIPP Administrator(s)/SASH Coordinator(s)
- ✓ Accident Investigation Team

Periodic inspections are always performed according to the following schedule:

- ✓ When we initially established our IIPP.
- ✓ Whenever new substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace.
- ✓ Whenever new, previously unidentified hazards are recognized.
- ✓ Whenever occupational injuries and illnesses occur.
- ✓ Whenever workplace conditions warrant an inspection.
- ✓ When we hire and/or reassign permanent or intermittent workers to processes operations, or tasks for which a hazard evaluation has not been previously conducted.

ACCIDENT / EXPOSURE INVESTIGATIONS (Title 8 CCR §3203(a)(5))

Investigations of workplace accidents, hazardous substance exposures and near accidents will be conducted by:

Andrea Perreault, Risk Management Specialist & Site Accident Investigator

Our procedures for investigating workplace accidents and hazardous substance exposures include:

- Visiting the scene as soon as possible.
- Interviewing injured employees and witnesses.
- Determining the cause of the accident/exposure.
- Examining the workplace and the incident for underlying causes associated with the accident/exposure.
- Taking corrective action to prevent the accident/exposure from reoccurring.
- Recording the findings and actions taken.

HAZARD CORRECTION (Title 8 CCR §3203(a)(6))

Unsafe or unhealthy work conditions, practices or procedures will be corrected in a timely manner based on the severity of the hazards. Hazards will be corrected according to the following procedures:

- ✓ When observed or discovered; and
- ✓ When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed employees from the area except those necessary to correct the existing condition. Employees who are required to correct the hazardous condition will be provided with the necessary protection and training.

COMMUNICATION WITH EMPLOYEES ABOUT SAFETY (Title 8 CCR §3203(a)(3))

All supervisors are responsible for communicating with their employees about occupational safety and health in a form readily understandable by all employees. Our communication system encourages all employees to inform supervisors about workplace hazards without fear of reprisal.

Our communication system includes all of the following checked items:

A.

- ✓ New employee orientation including a discussion of safety and health policies and procedures.
- ✓ Follow-through by supervisors to ensure effectiveness.
- ✓ Worksite-specific health and safety training.
- ✓ Regularly scheduled safety meetings.
 - Our district safety meetings for each of the school sites within the district and including Maintenance and Operations, are held on the first Tuesday of every month at 10:00 am.
 - Each site holds site safety meeting, comprised of Facilities Administrator and site custodial personnel.
 - District Service Center safety meetings are held every three months on the first Tuesday of the month.
- ✓ Effective communication of safety and health concerns between workers and supervisors, including language translation where appropriate.
- ✓ Posted or distributed safety information.
- ✓ A system for employees to anonymously inform administration about workplace hazards. This system involves a written report sent via intra-district mail to Risk Management.

TRAINING AND INSTRUCTION (Title 8 CCR §3203(a)(7))

All employees, including supervisors, will have training and instruction on general and job-specific safety and health practices. Training and instruction is provided according the following schedule:

- ✓ When our IIPP was first established.
- ✓ To all new employees.
- ✓ To all employees given new job assignments for which training has not previously provided.
- ✓ Whenever new substances, processes, procedures, or equipment are introduced to the school district and represent a new hazard.
- ✓ Whenever anyone is made aware of a new or previously unrecognized hazard.
- ✓ To supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed.
- ✓ To all employees about the hazards specific to each employee's job assignment.

This training will include (but is not limited to):

- ✓ An explanation of our IIPP, emergency action plan, fire prevention plan, measures for reporting any unsafe conditions, work practices, injuries and any additional instructions that are needed.
- ✓ The availability of toilet, hand-washing, and drinking water facilities.
- ✓ Provisions for medical services and first aid, including emergency procedures.
- ✓ Proper housekeeping, such as keeping stairways and aisles clear, keeping work areas neat and orderly, and promptly cleaning up spills.
- ✓ Proper storage to prevent:
 - stacking goods in an unstable manner
 - storing materials and good against doors, exits, for extinguishing equipment and electrical panels.

Where applicable, training may also include:

- ✓ The prevention of musculoskeletal disorders, including proper lifting techniques.
- ✓ The use of appropriate clothing, including gloves, footwear, and personal protective equipment.
- ✓ Information about chemical hazards to which employees could be exposed and other hazard communication program information.
- ✓ Proper food and beverage storage to prevent them from becoming contaminated.
- ✓ For COVID-19 training topics, review the [Injury and Illness Prevention Program COVID-19 Addendum](#).

In addition, Department Directors and Supervising Administrators provide specific instructions to all workers regarding hazards unique to their job assignment, to the extent that such information was not already covered in other trainings.

EMPLOYEE COMPLIANCE WITH SAFETY PROCEDURES (Title 8 CCR §3203(a)(2))

All district employees, including supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that all employees comply with these practices includes all of the following checked practices:

- ✓ Informing employees of the provisions of our IIPP.
- ✓ Evaluating the safety performance of all employees.
- ✓ Providing training to employees whose safety performance is deficient.
- ✓ Recognizing employees who perform safe and healthful work practices.

RECORDKEEPING AND DOCUMENTATION (Title 8 CCR 3203(b))

Although school districts are not required to keep records or documentation of the elements of an IIPP, except the written program itself, our school district maintains the following records to help us more efficiently and effectively implement our IIPP:

- ✓ Records of scheduled and periodic inspections (to identify unsafe conditions and work practices, including the names of the person(s) conducting the inspection, the unsafe conditions and the work practices that have been identified, as well as the action(s) taken to correct the identified unsafe conditions and work practices. These records are maintained for at least one (1) year.
- ✓ Documentation of our safety and health training.

Injury and Illness Prevention Program COVID-19 Addendum

General Measures

The district has established and will maintain continued communication with local and State authorities to determine current disease levels and control measures in our community.

The district continues to regularly review updated guidance from state agencies, including the California Department of Public Health and California Department of Education.

The district's Local Health Office is:
San Diego County Public Health
649 W Mission Ave #2, Escondido, CA 92025
(760) 740-3000

Employee Training

The district will 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.
- Face covering - purpose, requirement, caring for face covering, etc.
- Coughing and sneezing etiquette/methods to avoid touching eyes, nose and mouth
- Recommended Personal Protective Equipment (PPE) by employee category and storage location
- Staff cleaning expectations
- 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.
- Campus Visitors protocol
- Potential exposure protocol
- Sanitation protocol

Work Practice Controls to Help Prevent the Spread of COVID-19

The universal prevention measures recommended for COVID-19 include symptom screening, the use of face coverings, physical distancing, proper hand hygiene, and frequent cleaning.

Health Screening

All employees, students, and visitors will be required to submit to a health screening prior to being admitted to district facilities or engaging in work/school activities on-site.

- Passive Screening: employees are asked to self-screen before leaving their homes, and to stay home if they have a fever, symptoms or have had close contact with someone with a suspected or confirmed COVID-19 infection.
- Active Health Screening will include (upon arrival to work):
 - Employees will confirm any symptoms - fever or feeling feverish (chills, sweating), cough, shortness of breath or mild or moderate difficulty breathing, sore throat, muscle aches or body aches, headache, new loss of taste or smell, fatigue, nausea or vomiting or diarrhea, congestion or runny nose.
 - Employees will confirm whether they have been exposed to anyone with a suspected or confirmed COVID-19 infection.
 - Employees will have their temperatures taken. Temperatures will only be logged where there is a fever.
 - If an employee has a fever of greater than 99.9 degrees Fahrenheit, the employee will be sent home.

Note: Health Screening areas will be equipped with portable plexi-glass shields positioned at in front of the Administration Building. Shields will be sanitized daily. Stand-alone hand sanitizer for staff will be available upon entrance. Health Screening logs will be kept confidential.

Outbreak Management

Site Administrators will implement COVID-19 infection prevention procedures and manage COVID-related issues among employees.

- While at work, if an employee begins not feeling well and is exhibiting symptoms that may be attributed to COVID-19, such as acute respiratory symptoms or a fever, the district will do the following:
 - Employee to notify supervisor
 - Employees will be isolated and/or
 - Immediately sent home or to medical care, as needed.
- If an employee suspects they have COVID-19, but have not been confirmed, they cannot return to work until the criteria, as set forth in the most recent CDC guidelines has been met. As of 8/3/2020 the criteria are:
 - At least 10 days since symptoms first appeared and
 - At least 24 hours with no fever without fever-reducing medication and
 - Symptoms have improved
- If an employee tests positive for COVID-19 but has no symptoms.

- If an employee continues to have no symptoms, they can be with others after 10 days have passed since test.

Note: Depending on the healthcare provider's advice and availability of testing, employees might get tested to see if they still have COVID-19. If tested, an employee is cleared to be around others after they receive two negative test results in a row, at least 24 hours apart.

- For confirmed COVID-19 cases resulting in hospitalization, the employee will be required to provide a medical note to HR releasing them back to work.
- If an employee has been in close contact with someone with COVID-19, they should stay home for 14 days after exposure based on the time it takes to develop illness.
 - Close contact is defined as within six feet for 15 minutes or more.

Reporting

IIPP Administrator will notify San Diego County Department of Public Health if there is a known or suspected outbreak in the workplace or if there is a laboratory confirmed case of COVID-19 at the workplace.

- The district will cooperate with the San Diego County Department of Public Health's COVID-19 response team to identify and provide contact information for any persons exposed by the employee at the workplace.
 - For confirmed cases, notification will include the name, date of birth, and contact information of the employee.

Risk Management will report any serious injury, illness, or death occurring in any place of employment or in connection with any employment to the local Cal/OSHA district office immediately. For COVID-19, this includes inpatient hospitalizations and deaths among employees. Serious injury, illness, and death, including hospitalization and death from COVID-19, will be reported even if work-relatedness is uncertain.

Investigation

Risk management will investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection and will update the plan as needed to prevent further cases.

Notification and Management of Employees

When a case is identified, notice of exposure will be provided to any employee, visitor, or any other person who may have been exposed to COVID-19, due to close contact at the workplace.

At the time of outbreak, the district will identify additional employee cases and close contacts of cases to control further spread in the workplace in consultation with and per recommendations of the San Diego County Department of Public Health (contact tracing/testing).

- When communicating with other employees in relation to suspected or confirmed COVID-19 infection /exposure, employee information for infected employee will remain confidential
 - Employees who were potentially exposed, due to close contact, to the individuals with COVID-19, will be notified.

- Employees who were never symptomatic and did not have close contact with any of the laboratory confirmed cases may continue to work, depending on recommendations/approval from San Diego County Department of Public Health
- The District will comply with the most recent State and local County Public Health guidelines, regarding notification of employees.
- Employees are provided with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19 if required to by the Families First Coronavirus Response Act.
- Employees that return to work following an illness are asked to promptly report any recurrence of symptoms.

Physical Distancing:

Keeping 6 feet away from one another is another important tool in preventing asymptomatic and pre-symptomatic spread of the virus. Office, room, and classroom layouts will be reworked before reopening. Signs and markers will also be placed to help with implementation of physical distancing strategies. Schools may utilize intercom system for verbal announcements will be used to promote social distancing.

- Employees should avoid shared workspaces (desks, offices, and cubicles) and work items (phones, computers, other work tools, and equipment) when possible.
 - If they must be shared, employees should clean shared workspaces and work items before and after use.
- Partitions will be utilized in areas on campus when physical distancing cannot be accomplished by altering the room layout, or when it would be difficult to maintain physical distancing during the work that is required. (e.g., plexi-glass partitions will be appropriate in reception areas, health check stations, classrooms and high traffic areas, where in-person transactions must take place.)
- Employees will be asked to practice distancing outdoors including, but not limited to the following: 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.
- Employees are to implement physical distancing whenever possible by cancelling in-person meetings, and instead conducting virtual or telephonic meetings.
- Staff who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, may be provided options such as telework, where appropriate, or teaching in a virtual learning or independent study context. Employees are advised to contact Human Resources to engage in the interactive process for determining potential accommodations.

Personal Protective Equipment

Face Coverings - prevent the spread of airborne moisture particles that could be inhaled by others by trapping them in the wearer's face covering. Face coverings do not protect the wearer from inhaling contaminated particles so physical distancing should be maintained, even when wearing a face covering.

- Because COVID-19 can be spread by people who are not experiencing symptoms (asymptomatic and pre-symptomatic transmission), face coverings must be worn by all

employees while on district property or when working on property. Employees are reminded not to touch the face covering while in use.

- Employees are provided washable, cloth face covers or encouraged to use their own face covers at all times, while at work. Cloth face coverings are not personal protective equipment (PPE), but combined with physical distancing of at least six feet, may help prevent infected persons without symptoms from unknowingly spreading COVID-19.
 - Additional PPE provided for employees, depending on work classification/needs.
 - Students and visitors will also be required to wear face coverings.
- Exemptions:
 - Employees with a medical condition, mental health condition, or disability that prevents wearing a face covering. This includes persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance.
 - While an employee is eating or drinking provided that they are able to maintain a distance of at least six feet away from other employees who are not members of the same household or residence.
 - Employees working in their office, with the door closed.
 - Employees who are engaged in outdoor work, when alone and when they are able to maintain a distance of at least six feet from others.
- Disposable masks will be provided to employees, students, and visitors when they forget to bring a washable face covering. Disposable masks are not superior to washable face coverings.

Face Shields (without cloth drape) may be used in conjunction with face covering, for added protection, if employee chooses.

Face Shields (with cloth drape tucked in to shirt) may be used in place of a face coverings under the following circumstances:

- As an accommodation due to allowed exemption.
- By employees who are likely to interact with a person who has a hearing impairment
- By students who attend school with a student(s) or staff member who has a hearing impairment
- When providing or participating in form of therapy that requires the student/client and/or therapist to see the other person's face
- By students who cannot tolerate a face covering over the nose and mouth
- When necessary as eye protection to prevent the possibility of contact with bodily fluids

Gloves should be worn only in the following situations:

- When specified by the manufacturer for safe handling of certain cleaning products (Gloves will be available employees if indicated for the products that will be used)
- When contact with body fluids is possible
- By staff who interact frequently with members of the public, when receiving documents or other transactions

- By staff engaged in screening employees, students, and/or visitors for COVID-19 symptoms
- By employees who are responsible for interacting with persons who are known or reasonably suspected of having symptoms associated with COVID-19

Goggles will be available to staff and used alongside face covering, but not in conjunction with face shield.

N95 respirators and isolation gowns will be reserved for employees who are responsible for responding to people who have symptoms or where contact with body fluids is possible. An N-95 respirator may also be necessary for certain maintenance functions when another suitable respirator is not available. Staff may also request an N95 if they deem necessary.

[See PPE Chart for PPE for job category](#)

Sanitation Protocol to Help Prevent the Spread of COVID-19

General Best Practices

- Hand Washing and Hand Sanitizer: the virus that causes COVID-19 cannot be transmitted through your skin, but it can be transferred from surfaces to your nose, eyes, or mouth through your hands. Frequent hand washing is the best way to prevent this. When washing your hands with soap and water is not practical, using hand sanitizer that contains at least 60% alcohol is a good alternative. Hand sanitizer will be provided near the entrance of each room.
 - Employees should wash their hands for 20 seconds with soap and water.
 - Hand washing should occur before and after using the restroom, eating, coming and going to work, after interactions with others, after contacting shared surfaces or tools and after blowing nose or sneezing.
 - Employees should make a habit of using hand sanitizer each time they enter a room, and each time they return to their workstation after using shared materials or equipment.
 - Hand sanitizer stations will be placed and easily accessible throughout campus.
 - Hand washing or hand sanitizer should also be used immediately after removing or adjusting protective items like face coverings or disposable gloves.
- Keeping Surfaces Clean: employees can protect themselves by keeping their workspaces clean. All employees are encouraged to clean their desk and workspace surfaces at the start of each shift and may clean workspace at any time they feel it is necessary. Cleaning supplies will be kept stocked in each site's custodial office and provided as needed.
- Trained custodial staff will clean and disinfect frequently-touched surfaces at school at least daily and, as practicable. Frequently touched surfaces in the school include, but are not limited to: door handles, light switches, sink handles, bathroom surfaces, tables, student desks, chairs, etc.

Area Specific Cleaning/Sanitation Protocol

- Classrooms (including P.E.& Locker Rooms if used)
 - Teachers/students: between classes/upon entering the classroom or workspace, teacher will spray all desks with dawn cleaning solution and students will wipe individual desk with paper towels.
 - Students are to use hand sanitizer located on the wall at the entrance of every classroom before entering and exiting the classroom and as needed.
 - Night custodial crew will check daily and stock hand sanitizer, dawn cleaning solution and paper towels.
 - Special Education classrooms, including START: dedicated custodian will clean, sanitize and stock throughout the day.
 - Classrooms will be cleaned and sanitized nightly.
- Bathrooms
 - Student bathrooms: will be reduced down to only essential bathrooms needed.
 - Bathrooms to be cleaned at least once an hour.
 - “Wash hands” signage in every student bathroom.
 - Staff restrooms will be cleaned and sanitized nightly.
- Offices and office spaces
 - Cleaned and sanitized nightly.
 - Hand sanitizer for individual desks is available and sanitizer will be located at the office entrance as well as in communal areas and areas with shared office equipment (e.g., copiers, printers, and breakrooms).
- Kitchens
 - Cleaned and sanitized nightly.
 - Daily restroom and frequently touched surface cleaning.
 - Kitchen personnel will maintain routine cleaning requirement for food surfaces/storage.
- Front desk reception
 - Routine cleaning and sanitizing of frequently touched objects and surfaces
 - PPE and Safety Data Sheet is available for safe use.
- General campus
 - Frequently touched objects and surfaces will be cleaned and sanitized at least daily, and as practicable.
 - The process of sanitizing includes providing disinfecting products, applicable PPE for safe use, and manufacturer instructions for proper use (e.g., safety requirements, PPE, concentration, contact time).

Ventilation

The district shall ensure all HVAC systems operate on the mode which delivers the most, fresh air changes per hour. Units will begin each day at 100% outside air and modulate down to 15%, as weather dictates. Air filter shall be MERV-13 and changed at recommended intervals.

- Isolation room: All areas used as the isolation space/room for an individual presenting COVID -19 symptoms shall use minimal recirculated air and shall utilize outdoor spaces as feasible.
- The District will change the HVAC filters in the areas impacted, in the event of a specific known COVID-19 case.

Sanitation Protocol - Confirmed COVID-19 infection:

General area where the infected employee worked will be temporarily closed until cleaning is completed. If possible, custodial personnel will wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, personnel are instructed to wait at least two (2) hours and as long as possible. During this waiting period, outside doors and windows will be opened to increase air circulation in these areas.

- Deep cleaning of the entire general area where the infected employee worked and may have been, including breakrooms, restrooms and travel areas, with an EPA approved for use, disinfectant.
- All personnel cleaning the area will be equipped with the proper PPE for COVID-19 disinfection (disposable gown, gloves, eye protection, mask, or respirator if required) in addition to PPE required for cleaning products per manufacturer guidelines.

Campus Visitors

Visitor access to district facilities and schools will only be allowed if pre-approved and for emergencies. All visitors will be required to submit to symptom/temp screening described above.

- EUHSD personnel site visits – site visits will be allowed by district personnel if other means of meeting (virtual or telephonic) are not possible
- School sites/District office will remain open to receive necessary deliveries for school and day to day operations (e.g., vendor deliveries, consultants, USPS, etc.)
- Employees should maintain social distancing from visitors.

Form A

The following school-site safety supervisors are responsible for maintaining our district's Injury and Illness Prevention Program and communicating with employees about our IIPP at their sites:

District Service Center	Anne Staffieri (primary) Olga West (secondary)
Maintenance & Operations	Michael Byers
Transportation	Linda Rendon
Del Lago Academy	Ruth Hellams
Escondido High School	Adriana Lepe-Ramirez
S.T.A.R.T.	Carlos Saucedo
Orange Glen High School	Pilar Vargas
San Pasqual High School	Martin Casas
Cal-SAFE	Rachel Asman
Valley High School	Cory Gregory
Escondido Adult School / ROP	Brian Head

PPE Chart

Job Category	PPE
Security	<p>Gloves & Goggles - at all times</p> <p>Face coverings – at all times</p>
Custodial	<p>Face covering – at all times</p> <p>Gloves & Safety Glasses - for intermittent cleaning</p> <p>Face Shields – as needed and/or for end day or deep clean</p> <p>Face covering, gloves, safety glasses - for end of day daily/deep clean</p> <p>Bunny Suits – Cleaning when a case on campus is suspected</p>
Special Education Staff (in classroom)	<p>Face coverings – at all times</p> <p>Face Covering or Face Shield (employee choice) - when in their classroom and working with students</p> <p>Goggles (if not using a face shield) - as needed</p> <p>Gloves as needed and/or for specific tasks like toileting, lifting and mobility assistance</p> <p>Isolation gown as needed and/or for specific tasks like toileting, medical procedures, feeding, lifting and mobility assistance</p>
Nurses & Health Clerk	<p>Face coverings - At all times, the health office is a small space with lots of continual interaction with students. Mask may be removed after the school day has ended and the nurse’s door is locked. <i>(Subject to change depending on the guidance from CDC and the number of cases in the county.)</i></p> <p>Isolation Gowns – use for when there is a suspected COVID case, or any risk of contact with body fluid (i.e., Procedures)</p> <p>Goggles – as needed, and in conjunction with face covering. Not recommended when face shield is used</p> <p>Face Shield – as needed, when engaging in health screening and/or suspected COVID case</p> <p>Gloves – as needed, nurse and health clerk to use their clinical judgement</p>
Receptionist	<p>Face coverings – at all times</p> <p>Gloves – when cleaning any area</p>
Certificated, Office Staff, Classified Instructional Support	<p>Face coverings – at all times</p> <p>Gloves – if needed, when cleaning any area</p>
Transportation (including Bus Drivers, IA’s and Transportation Attendants)	<p>Face coverings – at all times</p> <p>Face Covering or Face Shield (employee choice) - when in the bus and working with students</p> <p>Goggles (if not using a face shield) - as needed</p> <p>Gloves when cleaning any areas</p> <p>Isolation gown (for fleet personnel only) -as needed for specific bus repairs</p>

Job Category	PPE
Athletic Coaches and Trainers	Face coverings – at all times Gloves & Goggles – on them at all times
Student Nutrition	Face shields or masks – at all times Gloves – when preparing food (per usual health safety standards) and when cleaning
Menu of Options for Staff	<p>Instead of a face covering, staff may request a face shield.</p> <p>Staff may request an N95 respirator instead of a face covering when providing care for staff and students who become sick with possible COVID-19 symptoms (at school facilities), monitoring isolation rooms, and providing any instructional assistance assigned to medically fragile students and classrooms.</p> <p>Instead of a face shield, staff may request goggles and wear a face covering.</p>