PUBLIC WORKS/LEARNING WORKS CHARTER SCHOOL

COVID-19 Safety Plan

All employees, students and visitors will be screened for respiratory symptoms and have their body temperature taken as a precautionary measure to reduce the spread of COVID-19. **Anyone who has fever and/or respiratory symptoms will not be allowed to enter.**

Every employee, student and visitor will be screened, including having his or her temperature taken, when entering the facilities. Screening will take place at the main entrance of the facility in Pasadena and both main entrance doors at First Street. We will maintain social distancing, prior to entering any of the facilities.

Before entering the facilities, each employee, student and visitor will be required to sign our policies for entering during COVID-19 (one time). Each employee, student and visitor will be screened using a touchless forehead/ temporal artery thermometer. Your temperature and answers to COVID-19 Screening Questionnaire will be documented daily. The record will be maintained on file and kept in a secured location with the Director of HR.

Anyone who has a fever at or above 100.4 degrees Fahrenheit or who is experiencing coughing or shortness of breath or answered yes to any of the questions in the health questionnaire will not be allowed to enter our facilities. The person in charge of screening for the day or Human Resources will inform them they are not allowed to enter the building for the day. They will be advised to monitor their symptoms and call a doctor or use telemedicine if concerned about the symptoms so they can be assessed and advised regarding testing. They will be given information about the location of the nearest COVID-19 testing site.

Employee, student or visitor sent home can return when the following information is verified:

1. Confirmed or suspected COVID-19 with illness:
   - Must stay at home and self-isolate for at least 10 days after their test or since symptoms first appeared plus at least 3 days (72 hours) have passed since recovery.
   - No fever for minimum of 72 hours
   - No abnormal temperature for 72 hours without meds
   - Respiratory symptoms have improved

2. Confirmed COVID-19 with no illness:
   - Must stay home and self-isolate for at least 10 days since date of first positive test
   - They have not developed symptoms since the first positive test
   - The employee has had two confirmed negative COVID-19 test administered by medical professional at least 24 hours apart

An employee, student or visitor may return earlier if a doctor confirms the cause of an employee’s fever or other symptoms is not COVID-19 and releases them to return to work in writing.

May 27, 2020
If an employee, student or visitor notifies Public Works/Learning Works Charter School that they have tested positive for COVID-19 or are a suspected case of COVID-19, the following process will be conducted by Human Resources:

- Notify them they must stay home and self-isolate. Have employees work from home, if available, for 14 days and monitor for symptoms of COVID-19 using the CDC self-checker.
- Ask them to identify where they were and who they have been in close contact with at the workplace (defined as within six feet for 10 minutes or exposed to cough or secretions) since they developed symptoms or from the date they tested positive.
- Notify the employees, students or visitors who were in close contact, maintaining confidentiality. Employees who have had close contact with infected individuals may also be requested to self-isolate following their last contact while that person was symptomatic or in the two days (48 hours) before the onset of symptoms.
- Follow CDC guidelines to clean and disinfect, which recommends opening doors and windows for ventilation and waiting 24 hours or as long as practical before cleaning, including any private sick employee space they may have entered.
- Follow any OSHA required reporting.

If an employee, student or visitor becomes sick while at our facilities the following procedures must take place by Supervisors and Human Resources:

- Send them home ensuring they avoid touching doors during exit and have them contact their health care provider. Ensure employee can be transported home safely.
- Close off any areas used for prolonged periods of time by the sick employee.
- Wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets.
- Ask them to contact Human Resources after speaking to a healthcare provider as to whether their symptoms are suspect of COVID-19 or an unrelated health condition (employee does not need to divulge other health conditions).
- If COVID-19 is suspected or confirmed, have the employee identify where they were and who they have been in close contact with at the workplace (defined as within six feet for 10 minutes or exposed to cough or secretions) since they developed symptoms.
- Notify the employees, students or visitors who were in close contact, maintaining confidentiality and ask employees to self-isolate as warranted for 14 days after exposure.
- Follow CDC guidelines to clean and disinfect the area, which recommends opening doors and windows to ventilate and waiting 24 hours or as long as practical before cleaning.
- Follow any OSHA required reporting.

Returning Sick Employee, Student or Visitor to Facilities

Confirmed or suspected COVID-19 with illness:

- Must stay at home and self-isolate for at least 10 days after their test or since symptoms first appeared plus at least 3 days (72 hours) have passed since recovery.
- No fever for minimum of 72 hours
- No abnormal temperature for 72 hours without meds
- Respiratory symptoms have improved

Confirmed COVID-19 with no illness:

- Must stay home and self-isolate for at least 10 days since date of first positive test
- They have not developed symptoms since the first positive test
- The employee has had two confirmed negative COVID-19 test administered by medical professional at least 24 hours apart