

Covid-19 Re-Entry Plan

Location: 607 E. Tehama St., Orland, CA

Unit: Wm Finch Charter School

Created by: Shane Anderson

Approved by:



Effective Date: 6/8/2020

*Responsible Reporting Party: Lisa Morgan

Reporting Party Contact Information:

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GLENN COUNTY OFFICE OF EDUCATION SCHOOL NURSE

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*Responsible Reporting Party is typically the unit supervisor, who can assign a designee. This person is responsible for ensuring controls are being used and protocols followed in the specific units' location. The Responsible Reporting Party also has the responsibility of collecting information on a possibly infected employee that works in that particular area.

Section 1: Education

Upon return, all employees are required to watch a 15 minute informational training module about Corona Virus, COVID-19. The module will be assigned through Target Solutions. If training module has not been assigned, contact HR department for assistance.

The training module will cover basic knowledge such as:

- What is COVID-19?
- How does it spread?
- Prevention and Treatment

Employees are also recommended to watch an informational YouTube video posted on the Glenn County Public Health Website. The video is hosted by Dr. Garrison of Glenn County Medical Center. The link is posted below:

<https://www.countyofglenn.net/dept/health-human-services/public-health/covid-19>

Additional informational resources are listed below:

<https://www.countyofglenn.net/dept/health-human-services/public-health/welcome>

<https://covid19.ca.gov>

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Section 2: Controls

If you are ill, or caring for someone who is ill, stay home

GCOE will provide face masks to all employees. It is highly recommended that employees wear masks when applicable. Locations where masks should be worn include, but are not limited to: public spaces, high traffic areas, restrooms, and hallways.

GCOE will provide materials for hand washing and sanitizing. We recommend that hands are washed or sanitized as often as possible.

We recommend that high use doors be propped open during occupancy, while exterior doors are locked and offices are closed to the public.

Recommend that office doors be shut (or mostly shut) during occupancy.

CDC approved signage will be added to the common areas of the buildings.

Restricted Access signage with contact information will be added to the exterior of the buildings.

Section 3: Cleaning Protocols

High Traffic areas will be disinfected twice a day by janitorial staff, and as needed by on site staff.

Non-Public Work Areas will be kept clean by occupant on an as needed basis; janitorial staff will disinfect once a day. Remove unnecessary personal items from work area, put work items away before leaving at the end of the day to ensure majority of work area can be disinfected by the evening cleaning shift.

Employees staying late: if an employee is staying after closing time, their work space may be skipped due to time allocation and distancing protocols. **PLEASE** ensure the employee disinfects area before leaving.

GCOE will provide additional sanitizing materials at all public work areas. Please sanitize hands before and after use of shared equipment, and wipe equipment with provided wipes after use.

All disinfectants utilized will have an approved EPA registry number.

Section 4: Social Distancing

We recommended that high traffic and common areas have an established schedule in order to maintain proper social distancing.

Please continue use of electronic meetings and communications.

If breakrooms or common break areas are utilized, stagger use and use provided materials to sanitize upon employee exit.