

COVID-19 Workplace Infection Control Plan (ICP)

Bandon School District is committed to providing a safe and healthy workplace for all our employees. To ensure this, we have developed the following Infection Control Plan (ICP) in response to the COVID-19 pandemic. This ICP is specific to the type of work performed at our facility. Managers and employees are all responsible for providing feedback regarding COVID-19 hazards, implementing hazard controls and this infection control plan. Our goal is to mitigate the potential for transmission of SARS CoV-2, which causes COVID-19, in our workplace(s). A copy of this ICP is available at each worksite.

Address: 1350 Teakwood

Infection Control Plan (ICP) Administrator (title and contact information): Shauna Schmerer, Superintendent, 541 347-4411 ext 420

Human Resources Representative and contact information: 541 347-4411 ext 421

Date(s) ICP developed/updated: 1/2020. Note: Communicable Disease Management Plan Developed 8/2020

Controls in our workplace

Based on the exposure risk assessment efforts, the following controls, in general, have been implemented in our facility. Controls for specific tasks and activities are listed in the job task tables in the pages that follow. Controls may include ventilation, staggered shifts, redesign of the task or work environment, limiting occupancy, and reduction of shared tools and/or equipment.

- Organization Closed to the General Public, Offices (where possible) moved to single occupancy, All rooms labeled with occupancy rates, Cohort logging in all spaces, Tight cohorts with no co-mingling of cohorts, Leveled cleaning plan based on exposure, Reduction of shared tools – shared tools are cleaned before use from another party, clean in/clean out procedures, COVID communication plan, assigned social distancing officer, developed and implemented, training plan developed and implemented, extensive signage for reminders and training, fully implemented mask requirements compliant with RSSL

Face covering requirements

At our facility, the following face covering types are required for general source control in our workplace:

(For specific job tasks and protective measures, please see the Job/Task table(s))

Face covering type(s)	Location(s) where required
Masks compliant with RSSL	At all times, for all staff except when alone in one's office
N95s – compliant with RSSL	In isolation rooms
Click or tap here to enter text.	Click or tap here to enter text.

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Notification of known or suspect COVID-19 cases

In the event an employee or employees are exposed to a known or suspected case of COVID-19 through contact tracing, notification will occur. **Individuals who need to be quarantined will be informed in person or by telephone. The LPHA will complete contact tracing and make final decision on quarantine. For Bandon Schools COVID positive cases a district-wide email will be sent and a pop up placed on the website. For component districts, an email will be sent with relevant details to the individuals that interact with the location in question.**

Management will ensure a general communication is provided to the workplace at large via **Email and pop up on the district website.** and that any other employers with employees on the premises are notified. The ICP Administrator will ensure that notifications and communications occur within 24 hours of the company being notified.

Supplies – locations and re-ordering of stock

All supplies are kept in stock in the following locations. Employees are responsible for notifying the appropriate person when supplies are getting low. An inventory of supplies is conducted every **at time of refill and on last day of the month** but supplies may become low before that time. Please notify the appropriate personnel immediately if this occurs.

Location(s) for face coverings, masks, and face shields for source control requirements can be found:
Each secretary keeps the supplies for their department and distributes based on the need and activities of that job assignment. The organization's items are kept in the supply closet and the warehouse. The executive assistance and maintenance/custodial jointly distribute and replenish based on the needs within common spaces.

Personal protective equipment, including respiratory protection, for specific job tasks are located:
Each secretary keeps the supplies for their department and distributes based on the need and activities of that job assignment. The organization's items are kept in the supply closet and the warehouse. The executive assistance and maintenance/custodial jointly distribute and replenish based on the needs within common spaces.

Please make sure to notify one of the following individuals if supplies are needed:

Name/Title: Secretaries: Sheryl Phillips, Ocean Crest; Amanda Looney, Harbor Lights MS; Kari Senn, Bandon HS

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Specific job/tasks requiring PPE, including respirators, and hazard control measures to minimize exposure to SARS CoV-2.

Job/task(s): Classroom Teachers	
PPE/respirators required	Hazard control measures (list all engineering and administrative controls)
<input type="checkbox"/> Safety glasses <input type="checkbox"/> Face shield <input type="checkbox"/> Gloves (type): Vinyl, non-sterile gloves <input checked="" type="checkbox"/> Face covering (type): RSSL Approved <input type="checkbox"/> Respirator (type): N/A _____	<p>General duties require a mask, duties that require personal care require gloves and gowns. There are safety protocols developed for classroom teachers with training plans for duties that require contact with students. See protocols</p>
Job/task(s): Classroom Assistants	
PPE/respirators required	Hazard control measures (list all engineering and administrative controls)
<input type="checkbox"/> Safety glasses <input type="checkbox"/> Face shield <input type="checkbox"/> Gloves (type): Vinyl, non-sterile gloves <input checked="" type="checkbox"/> Face covering (type): RSSL Approved <input type="checkbox"/> Respirator (type): _____	<p>General duties require a mask, duties that require personal care require gloves and gowns. There are safety protocols developed for classroom IAs with training plans for duties that require contact with students</p>

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Specific job/tasks requiring PPE, including respirators, and hazard control measures to minimize exposure to SARS CoV-2.

Job/task(s): Audiologist	
PPE/respirators required	Hazard control measures (list all engineering and administrative controls)
<input type="checkbox"/> Safety glasses <input type="checkbox"/> Face shield <input type="checkbox"/> Gloves (type): Vinyl, non-sterile gloves <input checked="" type="checkbox"/> Face covering (type): RSSL Approved <input type="checkbox"/> Respirator (type): _____	General duties require a mask, duties that require personal care require gloves and gowns. There are safety protocols developed for the audiologist with training plans for duties that require contact with students
Job/task(s): Related Service Providers/Itinerants	
PPE/respirators required	Hazard control measures (list all engineering and administrative controls)
<input type="checkbox"/> Safety glasses <input type="checkbox"/> Face shield <input type="checkbox"/> Gloves (type): Vinyl, non-sterile gloves <input checked="" type="checkbox"/> Face covering (type): RSSL Approved <input type="checkbox"/> Respirator (type): _____	General duties require a mask, duties that require personal care require gloves and gowns. There are safety protocols developed for staff who have contact with students with training plans for duties that require contact with students

Specific job/tasks requiring PPE, including respirators, and hazard control measures to minimize exposure to SARS CoV-2.

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Job/task(s): General Staff	
PPE/respirators required	Hazard control measures (list all engineering and administrative controls)
<input type="checkbox"/> Safety glasses <input type="checkbox"/> Face shield <input type="checkbox"/> Gloves (type): _____ <input checked="" type="checkbox"/> Face covering (type): RSSL Approved <input type="checkbox"/> Respirator (type): _____	All staff have been trained in RSSL safety guidance and mask use.
Job/task(s): Maintenance Staff: Electrostatic Sprayer	
PPE/respirators required	Hazard control measures (list all engineering and administrative controls)
<input checked="" type="checkbox"/> Safety glasses <input checked="" type="checkbox"/> Face shield <input type="checkbox"/> Gloves (type): Vinyl, non-sterile gloves <input type="checkbox"/> Face covering (type): RSSL Approved <input type="checkbox"/> Respirator (type): _____	When using the electrostatic sprayer, staff use safety glasses/shield and mask, gloves. See electrostatic sprayer protocol
Job/task(s): Nurses	
PPE/respirators required	Hazard control measures (list all engineering and administrative controls)

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<input type="checkbox"/> Safety glasses <input type="checkbox"/> Face shield X Gloves (type): Vinyl, non-sterile gloves X Face covering (type): RSSL Approved <input type="checkbox"/> Respirator (type): <hr/>	General duties require a mask, duties that require personal care require gloves and gowns. There are safety protocols developed for staff who have contact with students with training plans for duties that require contact with students
Job/task(s): Isolation Room	
PPE/respirators required	Hazard control measures (list all engineering and administrative controls)
<input type="checkbox"/> Safety glasses <input type="checkbox"/> Face shield <input type="checkbox"/> Gloves (type): Sterile Gloves <input type="checkbox"/> Face covering (type): N95 <input type="checkbox"/> Respirator (type): <hr/>	All individuals who are serving a person in an isolation room require an N95 mask. If the individual with symptoms requires personal care sterile gloves and gowns are required.