

# COVID-19 Workplace Infection Control Plan (ICP)

Creswell 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. Training for this ICP is provided by the District Safety Officer, building administrators, and annual training (SafeSchools).

Address: 998 West A Street, Creswell OR 97426

Infection Control Plan (ICP) Administrator (title and contact information): Joel Higdon, District Safety Officer 541-895-6000

Human Resources Representative and contact information: Amy Aguero, HR Representative, 541-895-6000

Date(s) ICP developed/updated: 11-17-2020 / 12-02-2020

## 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.

Face coverings are required for staff inside all buildings, as well as outside where physical distancing is not possible. Social distancing and 'one way' floor decals have been placed throughout each school. Entrance/exit only and room capacities have been posted throughout each school. Plexiglass barriers have been placed in Elementary and High School offices. Changes to the HVAC system have allowed for increased outside air flow and ventilation. Cleaning and sanitizing is completed at least once daily with electrostatic sprayers, and twice in areas where students are present. Stable cohorts and morning/afternoon schedules have been created for staff who are able to teach on-site hybrid learning. Our workplace Infection Control Plan is based on the Ready Schools, Safe Learners guidance from ODE & OHA

## 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
Mask, face covering or face shield (KN95 masks)	Inside all buildings, and outside where physical distancing is not possible.

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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 via electronic communication and/or a direct conversation with potentially exposed workers.

Management will ensure a general communication is provided to the workplace at large via staff email or Blackboard notification, 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 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:  
Masks, face coverings and face shields are stored in the district office warehouse, and delivered to schools as needed.  
Masks, face coverings and face shields are available at the school level(s)

Personal protective equipment, including respiratory protection, for specific job tasks are located:  
PPE is stored in the district office warehouse, and delivered to schools as needed; and at the school level(s)

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

Name/Title: Crystal Erricson, Head Custodian  
Contact information: [cericson@creswell.k12.or.us](mailto:cericson@creswell.k12.or.us) / 541-895-6140

Name/Title: Joel Higdon, Director of Facility Operations  
Contact information: [jhigdon@creswell.k12.or.us](mailto:jhigdon@creswell.k12.or.us) / 541-895-6000

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

<b>Job/task(s): Custodian / Maintenance</b>	
<b>PPE/respirators required</b>	<b>Hazard control measures (list all engineering and administrative controls)</b>
<input type="checkbox"/> Safety glasses <input type="checkbox"/> Face shield <input checked="" type="checkbox"/> Gloves (type): ___Disposable nitrile_____ <input checked="" type="checkbox"/> Face covering (type): ___Mask or shield_____ <input type="checkbox"/> Respirator (type): _____	Staff are required to wear face coverings, practice physical distancing, wash or sanitize hands often, and clean frequently touched surfaces. Custodian and maintenance employees are also required to wear gloves when operating electrostatic disinfectant sprayers.
<b>Job/task(s): Teachers and Educational Assistants</b>	
<b>PPE/respirators required</b>	<b>Hazard control measures (list all engineering and administrative controls)</b>

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<input type="checkbox"/> Safety glasses <input type="checkbox"/> Face shield <input type="checkbox"/> Gloves (type): _____ <input checked="" type="checkbox"/> Face covering (type): _Mask or shield _____ <input type="checkbox"/> Respirator (type): _____	Staff are required to wear face coverings, practice physical distancing, wash or sanitize hands often, and clean frequently touched surfaces.
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**Specific job/tasks requiring PPE, including respirators, and hazard control measures to minimize exposure to SARS CoV-2.**

<b>Job/task(s): Administrators</b>	
<b>PPE/respirators required</b>	<b>Hazard control measures (list all engineering and administrative controls)</b>
<input type="checkbox"/> Safety glasses <input type="checkbox"/> Face shield <input type="checkbox"/> Gloves (type): _____ <input checked="" type="checkbox"/> Face covering (type): _Mask or shield _____	Staff are required to wear face coverings, practice physical distancing, wash or sanitize hands often, and clean frequently touched surfaces.

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<input type="checkbox"/> Respirator (type): _____	
<b>Job/task(s): Secretaries</b>	
<b>PPE/respirators required</b>	<b>Hazard control measures (list all engineering and administrative controls)</b>
<input type="checkbox"/> Safety glasses <input type="checkbox"/> Face shield <input type="checkbox"/> Gloves (type): _____ <input checked="" type="checkbox"/> Face covering (type): _Mask or shield _____ <input type="checkbox"/> Respirator (type): _____	Staff are required to wear face coverings, practice physical distancing, wash or sanitize hands often, and clean frequently touched surfaces. Secretaries in the Elementary and High School offices have plexiglass barriers for interacting with customers.

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

<b>Job/task(s): District Office Employees</b>	
<b>PPE/respirators required</b>	<b>Hazard control measures (list all engineering and administrative controls)</b>

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<input type="checkbox"/> Safety glasses <input type="checkbox"/> Face shield <input type="checkbox"/> Gloves (type): _____ <input checked="" type="checkbox"/> Face covering (type): __Mask or shield _____ <input type="checkbox"/> Respirator (type): _____	Staff are required to wear face coverings, practice physical distancing, wash or sanitize hands often, and clean frequently touched surfaces.
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**Job/task(s):**

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 type="checkbox"/> Face covering (type): _____ <input type="checkbox"/> Respirator (type): _____	