

## **MEMBER ALERT-SISC**

### **COVID-19**

#### **Introduction**

District offices remain open during the State of Emergency as proclaimed by Governor Newsom on March 4, 2020. The State of Emergency Proclamation was followed by numerous executive orders, including Executive Order N-33-20 signed by Governor Newsom on March 19, 2020, requiring adherence to the State public health directives from the Department of Public Health. N-33-20 included a “shelter in place” order.

The following discussion is intended to provide guidance on key safety measures that districts should consider during the State of Emergency and “shelter in place order.” Critical to the effort to restrain the spread of the virus is the fact that continued spread may overwhelm our healthcare providers and prevent the delivery of medical treatment essential to the care of compromised or sickened individuals.

#### **Essential personnel**

Member districts should make every effort to restrict those coming on to the premises to only absolutely essential personnel. The most significant reason for the State of Emergency remains that each of us as citizens has a duty to “shelter in place” to prevent the spread of the Coronavirus. Those individuals who are deemed absolutely essential, including office staff as well as food service workers, must take a moment to ask themselves the following;

- Do I have a personnel health concern that places me in a high-risk category for susceptibility to the Coronavirus?
- Do I have a fever?
- Do I have a cough?
- Am I having difficulty breathing or showing signs of respiratory distress?
- Have I knowingly been exposed to anyone who has the above symptoms or is self-isolating due to their exposure to the Coronavirus?
- Have I traveled outside my home county within the last two weeks?
- Can the purpose for which I am on premises today be fulfilled remotely via e-mail, phone call or other media platform? An affirmative answer to any of the above questions should immediately rule out anyone identified as an essential worker from coming on to the premises.

#### **Safety measures while on and off premises**

The Centers for Disease Control (CDC) website continues to emphasize that individuals should exercise the following basic personal hygiene and social distancing measures;

- Wash hands frequently with soap and water for at least twenty seconds.
- When soap and water is not available use a hand sanitizer that contains at least 60% alcohol
- Avoid touching your eyes, nose and mouth with unwashed hands.
- The use of a cloth face covering when social distancing measures are difficult to maintain.
- Maintain a distance of at least six feet between yourself and others.

Special care should be given by district and school administrators who are having essential workers on site to remind these workers to;

- Avoid contact with people who are sick while off the premises.
- Stay home as much as possible when not at work.
- Be aware of the conditions that can cause an individual to be immunocompromised as explained on the CDC website. These conditions include cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications.

## Visitors

In some instances, district and school personnel may be allowing visitors on campus to drop off written communications, pick up school assignments or to speak directly with employees of the district. These site visits should be kept to a minimum and avoided whenever possible. Alternative methods of communication should be encouraged including but not limited to the following:

- E-mail
- Telephone
- Face time
- Zoom
- WebEx
- Use of a drop box on site

It is our duty and obligation to follow the Governor's State of Emergency proclamation to "shelter in place" and limit our contact with individuals outside of our "shelter in place" locations. Therefore, visits by nonessential personnel to district offices and school sites should be limited in frequency and length of stay.

### ***Is it advisable to take employee's or visitor's temperature?***

As a preventative measure, we recommend the daily use of the attached check-in sheet for anyone, employee or visitor, who is coming on to the premises. This would include administrators, essential employees and visitors.

**SISC does not recommend a practice of an employee of the district taking individual's temperatures before they enter the premises.**

There is no need to expose the employee taking the temperature to a possible risk of contracting the Coronavirus for this purpose. This recommendation is based on this as well as the concerns surrounding the logistics associated with this practice. **Employees may voluntarily Self-Assess.**

## Comment

Adherence to safe practices as suggested above will facilitate the intent of the State of Emergency proclamation which is to help stop the spread of the Coronavirus. It is our civic duty to strictly adhere to the Governor's "shelter in place" order. Essential personnel can continue to perform their civic duty by exercising good personal hygiene practices, keeping safe distance from others and limiting time away from their "shelter in place" location to the bare minimum. It should be noted that in addition to protecting our communities, adherence to safe practices will help to protect our member districts from potential liability exposure in the event of claims or suits filed alleging a failure to practice safety measures commensurate with the threat posed by the Coronavirus. While in most cases, employees will be limited to remedies available under the workers' compensation system, there could be possible exposure to our member districts for an alleged failure to enforce safe practices related to the prevention of the spread of the virus. Our member districts may see claims or suits from third parties who also allege the same failure to enforce safe practices which led to a third party's contraction of the virus. Safety measures should be adhered to for the purpose of preventing the spread of the Coronavirus, protecting everyone's own individual health and protecting our districts from potential liability exposures related to the COVID-19 pandemic. Additional useful information regarding COVID-19 and safe practices can be found at the websites listed below. As your pool administrator, we recognize that each and every district has unique circumstances. SISC remains available to discuss your safety and loss exposures during this difficult time.

**In closing, every effort should be made by administrators to evaluate the necessity of each individual allowed on the premises to determine if part or all of their essential function can be performed remotely.**

[www.cdc.gov](http://www.cdc.gov) [www.cdph.ca.gov](http://www.cdph.ca.gov) <https://covid19.ca.gov/>



**This form to be completed by any individual coming on to the premises for purposes of employment or visitation.**

My signature below attests to the accuracy of the information as indicated below. A “False” answer to any of the questions listed below dictates that you should not remain on the premises:

1. I do not have a known serious health concern that would expose me to an increased risk of adverse effects from exposure to the Corona virus.

True \_\_\_\_\_ False \_\_\_\_\_

2. I do not have a fever or symptoms of a fever.

True \_\_\_\_\_ False \_\_\_\_\_

3. I do not have a cough.

True \_\_\_\_\_ False \_\_\_\_\_

4. I am not having difficulty breathing.

True \_\_\_\_\_ False \_\_\_\_\_

5. I have not traveled outside of my home county within the last two weeks.

True \_\_\_\_\_ False \_\_\_\_\_

6. I have not knowingly been exposed to someone with the above symptoms or who is self-isolating due to their exposure to the Corona virus.

True \_\_\_\_\_ False \_\_\_\_\_

7. The purpose for which I am here today cannot be performed remotely via, e-mail, phone call, or other media platform.

True \_\_\_\_\_ False \_\_\_\_\_

Name: \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Time \_\_\_\_\_