

LOS ANGELES UNIFIED SCHOOL DISTRICT  
COVID-19 Site Health and Safety Guidelines

6/5/2020



EMERGENCY SERVICES

## LA UNIFIED COVID-19 SITE HEALTH AND SAFETY GUIDELINES

The safety of students and staff is always a District priority and of paramount importance during the current pandemic. The following guidelines should be followed at all LA Unified school sites, offices, programs and other District facilities. The below guidelines do not include protocols for student programs, which are to continue using distance learning at this time. Response to COVID-19 is a dynamic process and District guidelines are subject to change, pending updates to Los Angeles County Health Officer Orders and newly acquired scientific knowledge that informs District actions.

*These guidelines shall be provided to every employee on site and reviewed with staff members upon their return to a District worksite.*

- The administrator/designee shall monitor and control the inventory and distribution of masks, gloves, and other personal protective equipment (PPE) supplies to ensure an adequate supply at the site.
- These guidelines are compiled from materials available on the Los Angeles County Department of Public Health website at: [publichealth.lacounty.gov/media/Coronavirus/](https://publichealth.lacounty.gov/media/Coronavirus/), especially [Protocols for Office Worksites: Appendix D](#). Scroll to the “What You Should Know” section for updates and additional details.
- The plant manager or other custodial staff will ensure that custodial practices for sanitation and disinfection are followed.
- The administrator/designee should ensure all employees on site are aware of and follow all health and safety guidelines.
- Access employee resources and COVID-19 health and safety updates at [achieve.lausd.net/covid19](https://achieve.lausd.net/covid19).

### **Three S for Site Safety**

These guidelines are divided into categories of screening, sanitation, and social distancing, as

depicted in the “Three S for Site Safety” poster (Attachment A). It is up to every employee to use the Three S program to protect their health and the health of others.

### **A. Screening of Employees**

A check-in area for health screening questions must be established on site with enough space to ensure privacy and physical distancing markers every six feet. Daily upon arrival at the site, employees are to check in for health screening with the administrator/designee prior to reporting to their classroom, office, post, etc. and prior to beginning work on site. Post the “Daily Health Screening Questions for COVID-19” (Attachment B) so that they are visible to employees prior to check in. For increased privacy, as each employee approaches check in, the administrator/designee asks a single question, “Is your answer to any of the health screening questions ‘yes’?” If an employee answers “yes,” they may not stay on site and are to leave the site immediately and contact their primary healthcare provider and supervisor for further instructions on COVID-19 work option guidelines. Screening questions may change, based on updates from the LA County Department of Public Health. Updated questions will be posted at [achieve.lausd.net/covid19](https://achieve.lausd.net/covid19).

The “Three S for Site Safety” poster at entrances reminds visitors to enter only if they are well and visitors/students are not asked health screening questions at this time. *Note: LA Unified is NOT taking employee temperatures on site at this time.*

Employees who appear ill upon arrival or become sick during the day shall be sent home immediately and be guided by their supervisor for further instructions on COVID-19 work option guidelines. Supervisors are to follow current HR protocols for employees who are sent home for illness, have a positive response to one of the above screening questions, or notify the workplace that they have a confirmed or suspected case of COVID-19.

Related Resources: [publichealth.lacounty.gov/media/Coronavirus/CoronavirusInfographicEnglish.pdf](https://publichealth.lacounty.gov/media/Coronavirus/CoronavirusInfographicEnglish.pdf)

## **B. Sanitation/Disinfection**

Sites should adhere to disinfection guidelines provided by the Los Angeles County Department of Public Health and explained in this section. Avoid spreading germs by only touching surfaces or objects (i.e., personal cell phones) that have been sanitized. Staff should not share items whenever possible. Provide individual supplies, such as pens, clipboards and devices, whenever feasible. Ensure frequent disinfection of items and equipment that must be shared. After touching a surface or object that is not sanitized, remove and discard gloves if you are wearing them, and wash/dry hands before proceeding with other activities. Develop alternate procedures for daily sign-in/out at the site. Individual time cards must still be used, but use of communal pens and communal personnel sign-in books should be discontinued.

Assign one person to operate shared office equipment, such as the copier or fax machine, to reduce the spread of infection and reduce cleaning between uses.

### *Handwashing*

- Ensure sinks are available and well stocked with soap and paper towels at all times.
- Wash hands and arms with soap and water (See image below) for at least 20 seconds then dry hands throughout the day, before and after:
  - Eating or drinking
  - Preparing food
  - Putting on and taking off gloves and face masks
  - Using the restroom
- Wash hands after direct contact with people believed to be ill or handling their belongings.
- Post handwashing signs as visual reminders.
- Gloves are worn for some activities, but do not replace handwashing.
- Hand sanitizer with an alcohol content of at least 60% should be available and may be used, but hand washing is the preferred method to sanitize one's hands per LA County Department of Public Health.



### *Gloves*

- Gloves shall be worn for medical uses, cleaning/disinfecting, and when handling food items.
- Wash hands before putting on gloves and after taking them off.
- Gloves act as a barrier against the skin from contaminants and droplets. Nitrile or vinyl gloves are acceptable.
- Do not touch your face when wearing gloves and do not reuse gloves.
- Change gloves that are soiled or damaged/torn
- Change gloves after touching your face and, if preparing food, after touching non-food items.
- Remove gloves so that the outside of the glove (the dirty side), does not contact your bare hands (See image below).
- Dispose of used gloves in a trash receptacle.



### *Face Coverings/Masks*

A mask or clean, cloth face covering is required to be worn by all employees at an LA Unified site, and employees are encouraged to bring their own, except for workers who are preparing food. Disposable masks are available in limited quantities on site for workers who do not bring their own face covering and for employees who are preparing food.

***Wearing a cloth face covering does not eliminate the need to physically distance yourself from others and to wash your hands frequently.***

A **cloth face covering** is a material that covers the nose and mouth. It can be secured to the head with ties or straps or simply wrapped around the lower face. A cloth face covering may be factory-made or sewn by hand or can be improvised from household items.

Acceptable, reusable face covering options include:

- Bandana
- Neck gaiter
- Scarf
- Homemade face covering
- Tightly woven fabric, such as cotton t-shirts and some types of towels

## Face Covering Guidelines

- Review the “Why Wear a Cloth Face Covering?” infographic (Attachment C).
- Employees are required to wear a mask or clean face covering while at an LAUSD site.
- A disposable mask will be available for employees who do not bring their own face covering.
- Secure masks/face coverings with ties by bringing both top ties to the crown of the head and tie with a bow. Bottom ties are secured at the nape of the neck. Do not crisscross ties.
- Secure masks with ear loops behind both ears. Do not hang it off one ear or on the neck.
- Masks/face coverings should cover the nose, mouth, and chin.
- Do not wear a wet or soiled mask/face covering.
- Do not touch the front of the mask/face covering.
- Properly remove the mask/face covering by touching only the ear loops or ties. For masks/face coverings with ties, untie the bottom ties first, then the top ties.
- Wash hands after removing the mask/face coverings.
- Disposable masks are intended for one-time use; do not reuse them.
- Dispose of used disposable masks in a trash receptacle.
- Cloth masks/face coverings must be washed and dried after each use.

Related Resources: [publichealth.lacounty.gov/media/Coronavirus/GuidanceClothFaceCoverings.pdf](https://publichealth.lacounty.gov/media/Coronavirus/GuidanceClothFaceCoverings.pdf)

### *General Site Cleaning*

- Custodial staff personnel are to clean and disinfect tables, counters, doorknobs, phones, and other “high-touch” surfaces regularly throughout the day.
- Use an Environmental Protection Agency (EPA)-registered product that cleans (removes germs) and disinfects (kills germs). Always follow the instructions on the labels of cleaning products and disinfectants.

### Effective Disinfectants (For use by custodial staff)

- The most commonly used appropriate disinfectant at schools is NDC-128. Be sure to follow the directions on the label for contact times. Some products must remain wet for 10 minutes to effectively kill the virus. Approved disinfectants are listed at <https://achieve.lausd.net/oehs>
- A bleach solution may be used as a disinfectant. Mix 1 tablespoon of bleach to 1 quart (4 cups) of water. For a larger supply, add ¼ cup of bleach to 1 gallon (16 cups) of water. Use the solution within 20 minutes.
- Other EPA-approved disinfectants may be used if they are effective against Coronaviruses.

Consumers may contact the 1-800-number on product labels for its effectiveness against COVID-19 or visit [www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](http://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2).

### Proper Handling of Disinfectants, Items and Waste (For use by custodial staff)

- Use chemicals in a well-ventilated area.
- Do not mix incompatible chemicals such as bleach and ammonia products (read label first).
- Prevent chemical contact with food during cleaning.
- Manage waste safely and dispose in a secure trash container.

### **C. Social (Physical) Distancing**

The site administrator/designee should ensure that employees adhere to social distancing requirements of 6 feet between people.

- Provide visual cues wherever possible to support compliance with social distancing for all individuals on site. Distances, paths of travel, and reduced seating can be marked by



various means such as "Six Feet Apart Please" signage (Attachment D), cones, blue painter's tape, chalk, caution barricade tape, or other means. Copy and post the attachments in this guide as reminders.

- Post Appendix D and the "3 S for Site Safety" poster (Attachment A) at entrances as required to remind members of the public of safety measures and face covering requirements on site.
- Work with site maintenance personnel to rearrange work stations as necessary. If work stations or equipment cannot be physically moved to keep employees at an appropriate distance from others, incorporate these concerns when creating staggered work schedules.
- Employees are not to congregate in small groups or around the same area.

#### Visitors

- To the extent possible, parents and other visitors should make appointments and be registered in a visitor log that includes a visitor's name, phone number and email address.
- If a visitor must be accompanied by another person (e.g., for translation assistance or has minor children), their information is also captured in the visitor log. Contact information may be used to notify visitors if there has been a COVID-19 exposure on site.
- Monitor site capacity to provide social distancing for visitors, especially in wait lines.
- Collection and distribution of school equipment/materials must also comply with social distancing requirements. Every effort must be made to ensure 6 feet of separation between people (employees as well as members of the community) at all times.
- Update the school or office website to provide clear information about service hours, required use of face coverings, procedures for making appointments, and any new health and safety requirements.

#### Elevators

- Elevator capacity is limited to the number of people that can be accommodated while maintaining a 6-foot physical distance between riders, limiting many elevators to one or

two people. All riders are required to wear a mask or face covering. Post signage with appropriate social distancing elevator capacity. Encourage the use of stairs to ease elevator traffic.

#### **D. Site Guidance Reminders**

##### *Three S for Safety Reminders for Administrator/Designee*

Ensure adherence to safety standards, including these areas:

- Physical distancing and privacy observed during screening questions
- Frequent handwashing/sanitizing observed. Periodic reminders may be announced over the intercom.
- Monitor lines of people for physical distancing.
- Check restrooms for soap and paper towels.
- Staff and visitors use face coverings appropriately.
- Posters provided to sites should be displayed in prominent areas on campus.

Related Resources: [publichealth.lacounty.gov/media/Coronavirus/GuidanceSocialDistancing.pdf](https://publichealth.lacounty.gov/media/Coronavirus/GuidanceSocialDistancing.pdf)

##### *Three S for Safety Reminders for All Employees*

All employees are expected to adhere to the below standards, which are based on Los Angeles County Department of Public Health guidance. Additional tips are available in “Return to Work: Safety Do’s and Don’ts” (Attachment E). Keeping safe and healthy is everyone’s job!

##### Screening

- Upon arrival, check-in daily with the administrator. Health screening questions are asked every day. Questions may change, based on updated guidance provided by LA County Department of Public Health.

- If you answer “yes” to any screening question, you may not work on site and are to inform your supervisor that you did not pass the screening. You will be directed to leave the site.
- Only work if you are healthy and free of symptoms.

#### Sanitation

- Practice rigorous hand hygiene, including:
  - Thorough, frequent handwashing
  - Use hand sanitizer when handwashing is not available
- Gloves are worn for food handling and when performing cleaning/disinfection procedures.
- Hands must be clean when donning gloves and gloves changed when they become soiled.
- A mask or face covering is required to be worn on site and employees are encouraged to bring their own. A disposable mask will be provided if an employee does not bring a face covering.
- High-touch surfaces should be frequently cleaned and sanitized.

#### Social Distancing

- Adhere to social distancing protocols, keeping at least 6 feet between people at all times, including other employees and members of the community.
- Use appropriately distanced, non-contact greetings in place of handshakes or other greetings that use person-to-person contact.
- Remind others on site if they are too close to one another.

#### **E. Procedures for Collection/Distribution of School Equipment and Materials**

The below guidance is generally applicable in a wide variety of District settings and circumstances. Please follow any available specific guidance released by ITD, DOI, or other division that applies to a particular item or setting.

- Schedule appointments to avoid large crowds and limit the numbers of people waiting.
- Use paperless processes when possible; share documents with staff and families electronically in advance for home printing.
- Observe all “Three S for Site Safety” guidelines during collection and distribution.
- Ensure a maximum of 10 people in a room at any time.
- Use a table or counter to ensure appropriate distancing and minimize the chance of direct contact.
- If forms are distributed on site, a staff member is to place forms on a table or counter as each individual is assisted, to minimize the spread of germs.
- Do not place forms or flyers in stacks for people to help themselves.
- Equipment, devices, and completed paperwork should be placed in a collection box. Items should not be handed directly between two people.
- Encourage people to use their own writing utensils. Do not re-use pens or pencils. Once a provided writing utensil has been used, place it in a collection box to be sanitized for later use.
- Equipment and devices should be placed in a box on the counter or table with the parent on one side and the employee on the other side. Items should not be handed directly between two people.
- Visually verify paper signatures and have each person place their forms in a designated collection box.
- Store boxes of collected items and completed forms in a secure, dry storage area for a minimum of 48 hours and sanitize as necessary.

# Three S for Site Safety



## Start every day with **S**creening

If you have a fever, cough, or flu-like symptoms, please DO NOT enter. Return when you're well.



## **S**anitize frequently

- Practice rigorous hand hygiene.
- Clean high-touch surfaces frequently.
- Wear a face covering - age 2 and over.



## Practice **S**ocial Distancing

- Keep at least 6 feet between people at all times.
- Look to signs that mark 6 feet of distance on the floor or wall.
- Distribution of food, devices and other items must comply with social distancing requirements.



**Keeping safe and healthy is everyone's job!**

June 4, 2020

# Las Tres D de la Seguridad en las Instalaciones



## Comience cada día con la **D**etección

Si tiene fiebre, tos o síntomas similares a los de la gripe, por favor **NO** entre. Vuelva cuando se recupere.



## **D**esinfecte con regularidad

- Practique una estricta higiene de las manos.
- Limpie con frecuencia las superficies que más se tocan.
- Use cubiertas para la cara - edad de 2 años y mayores.



## Practique la **D**istancia Social

- Manténgase al menos a 6 pies de distancia de otras personas en todo momento.
- Busque en el suelo o en la pared las señales que marcan los 6 pies de distancia.
- La distribución de alimentos, dispositivos y otros artículos debe cumplir con los requisitos de distanciamiento social.



**¡Mantenernos seguros y sanos es el deber de todos!**

4 de junio, 2020



Los Angeles Unified School District

### **Daily Health Screening Questions for COVID-19:**

1. Have you been diagnosed to have confirmed or suspected COVID-19 in the last 14 days?
2. Have you had contact with another person who is confirmed or suspected to have COVID-19 in the last 14 days?
3. Have you had one or more of these symptoms in the last 14 days?
  - a. Fever at or greater than 100 degrees
  - b. Shortness of breath or difficulty breathing
  - c. Cough
  - d. Chills
  - e. Muscle pain
  - f. Headache
  - g. Sore throat
  - h. Vomiting or diarrhea
  - i. Loss of taste or smell
4. Have you taken medication to reduce fever in the last 14 days?

*At this time, LA Unified is NOT taking employee temperatures.*

***Keeping safe and healthy is everyone's job!***

5/29/2020



# Why wear a cloth face covering? Help prevent the spread of COVID-19

Covering your nose and mouth can slow the spread of COVID-19:

- Individuals can be contagious before the onset of symptoms.
- Using a face covering protects others from your respiratory droplets.



Acceptable cloth face coverings include bandanas, neck gaiters, scarves, tightly woven fabric such as cotton t-shirts and some types of towels, and some other homemade cloth face coverings.



Wear a cloth face covering when you are in public or private spaces and in contact with people that are not part of your household or living unit.

### Who is exempt from wearing a cloth face covering?

- Children under the age of 2
- Children between the age of 2-8 should use a cloth face covering with adult supervision
- Those instructed not to use one by a medical provider
- Those with breathing difficulties
- Those who are incapacitated or unconscious
- Anyone who cannot wear or remove a cloth face covering without assistance



[www.ph.lacounty.gov/coronavirus](http://www.ph.lacounty.gov/coronavirus)  
05/26/20 Cloth face coverings Infographic (English)





# ¿Por qué utilizar un cobertor facial de tela?

## Ayude a prevenir el contagio de COVID-19

Cubrir su nariz y boca puede disminuir el contagio de COVID-19:

- Las personas pueden ser contagiosas antes del inicio de los síntomas.
- Utilizar un protector facial protege a los demás de sus gotitas respiratorias.



Los cobertores faciales de tela aceptables incluyen pañoletas bandanas, protectores de cuello, bufandas, telas tupidas como playeras de algodón y algunos tipos de toallas, al igual que algunas cubiertas faciales hechas en casa.



Utilice un cobertor facial de tela cuando esté en lugares públicos o privados y en contacto con personas que no viven con usted o en el mismo edificio.

### ¿Quiénes están exentos de usar un cobertor facial de tela?

- Niños menores de 2 años
- Niños entre 2-8 años deben usar un cobertor facial de tela bajo supervisión adulta.
- Personas a quienes se los haya indicado un médico.
- Personas con dificultades respiratorias.
- Personas incapacitadas o inconscientes.
- Personas que no pueden usar o retirarse un cobertor facial de tela sin ayuda.



[www.ph.lacounty.gov/coronavirus](http://www.ph.lacounty.gov/coronavirus)  
05/26/20 Cloth Face Coverings Infographic (Spanish)



COUNTY OF LOS ANGELES  
**Public Health**







# RETURN TO WORK

## SAFETY DO'S & DON'T'S

GENERAL OFFICE SAFETY	FIRE LIFE SAFETY
<p><input checked="" type="checkbox"/> <b>Do</b></p> <ul style="list-style-type: none"> <li>• Be careful with knife cutters, razor blades, scissors, and other pointed objects that could cause injuries.</li> <li>• Know whom to contact and where to go in an emergency.</li> <li>• Know where fire extinguishers and first-aid kits are kept.</li> <li>• Report slippery or uneven floor surfaces, torn carpet or linoleum.</li> <li>• Keep file and desk drawers closed.</li> <li>• Stack cartons and supplies carefully so they won't fall.</li> <li>• Replace electrical cords when insulation frays.</li> <li>• Make sure plugs match their outlets.</li> <li>• Put materials and papers away when not in use.</li> <li>• Check container labels and safety data sheets before using office chemicals.</li> <li>• Use a ladder or step stool, rather than stand on furniture or boxes, to reach high places.</li> </ul> <p><input checked="" type="checkbox"/> <b>Don't</b></p> <ul style="list-style-type: none"> <li>• Leave cords, boxes, and other materials in aisles.</li> <li>• Block emergency exits.</li> <li>• Use extension cords unless necessary.</li> <li>• Overload electrical outlets.</li> <li>• Leave combustible trash in open containers.</li> <li>• Leave containers of chemicals open.</li> <li>• Carry loads you can't see over.</li> <li>• Run in aisles, halls, or on stairways.</li> </ul>	<p><input checked="" type="checkbox"/> <b>Do</b></p> <ul style="list-style-type: none"> <li>• Keep work areas neat and tidy, putting tools, materials, and other items away after use.</li> <li>• Pick up items off the floor, even if they didn't put them there.</li> <li>• Step over or around obstructions, not on them.</li> <li>• Walk slowly and change directions slowly, especially when carrying a load.</li> <li>• Watch for changes in floor level—such as a few steps or a ramp up or down.</li> <li>• Report lighting problems, such as burned-out bulbs, to maintenance right away.</li> <li>• Know your building's evacuation plan.</li> <li>• Evacuate calmly and quickly whenever a fire alarm or carbon monoxide alarm sounds.</li> <li>• Keep important items such as medications and medical equipment handy for quick access in the event of a building evacuation.</li> <li>• Know two-ways out of any building.</li> <li>• Know the locations of fire extinguishers, fire alarm pull-stations, and exits.</li> <li>• In case of a smoke or fire emergency, activate the nearest fire alarm pull station, alert those around you, and from a safe location call the fire department by dialing 911.</li> </ul> <p><input checked="" type="checkbox"/> <b>Don't</b></p> <ul style="list-style-type: none"> <li>• Tamper with smoke detectors, carbon monoxide alarms, fire alarms or sprinkler systems.</li> <li>• Ignore any building alarm.</li> <li>• Hang anything from sprinkler heads or pipes.</li> <li>• Prop fire or smoke doors open.</li> </ul>



# RETURN TO WORK

# SAFETY DO'S & DON'T'S

## MATERIAL HANDLING

### Do

- Plant your feet squarely and stand close to the object you plan to lift.
- Bend at the knees, not at the waist.
- Keep your back as straight as you can.
- Pull in your abdominal muscles and tuck in your rear end.
- Rely on the leg muscles to bear the weight.
- Hold the object very close to your body.
- Keep your knees bent as you lift.
- Lift slowly and gradually.
- Get help if the object is too heavy or large for one person to handle.
- Wear good shoes with low heels, not sandals or high heels.
- Use a dolly or other device to move a heavy object.

### Don't

- Lift if your back hurts.
- Lift a load that's too heavy.
- Bend at the waist to pick up objects.
- Arch your back when lifting or carrying anything.
- Twist your spine when holding an object. Instead, turn your whole body, head to toe, in the direction you're headed.
- Lift heavy objects over your head.
- Lift quickly or with a jerking movement.
- Lift unbalanced loads (namely, a light load in one arm and a heavy one in the other). Divide the weight evenly.
- Lift anything heavy if your footing isn't secure or if you're wearing high heels.
- Lift with your feet too close together. Stand with your feet shoulder-width apart for stability.

## TRIP HAZARDS

### Do

- Keep work areas neat and tidy, putting tools, materials, and other items away after use.
- Pick up items off the floor, even if you didn't put them there.
- Step over or around obstructions, not on them.
- Walk slowly and change directions slowly, especially when carrying a load.
- Watch for changes in floor level—such as a few steps or a ramp up or down.
- Report lighting problems, such as burned-out bulbs, to maintenance right away.

### Don't

- Leave boxes, bags, tools, or other materials on the floor.
- Block walkways with hand trucks, equipment, or materials.
- Leave cords or cables in walkways.
- Place anything on stairs.
- Leave drawers open.



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