



Lorain County JVS
COVID-19 Safety Plan

May 4, 2020

Introduction

The top priority of the Lorain County JVS is the safety and well-being of its students, teachers, and staff. As the building reopens and in-person work and instruction slowly begins, this plan will act as a guide to identify and minimize risk factors related to COVID-19 in the workplace.

The information contained in this guide has been sourced from the Ohio Department of Health (ODH) and the Centers for Disease Control and Prevention (CDC). This guide will be updated as more information around COVID-19 is discovered and new prevention methods are implemented by these organizations, but always reference each center directly for the timeliest information.

The guidance in this plan is based on information, guidance, laws and regulations that exist at the time of preparation, and may need modified or supplemented in the future. The guidance is intended to set forth expectations based upon information known at this time and does not replace or supersede any governmental regulation.

About COVID-19 and How It Spreads

COVID-19 is a novel (new) coronavirus that can cause mild to severe illness and, in some cases, may be fatal. According to the CDC website, symptoms may appear 2-14 days after exposure to the virus. Symptoms generally include cough and shortness of breath, or may include two of more of the following symptoms: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, and/or a new loss of taste or smell. These symptoms are not all inclusive and some individuals may be asymptomatic.

The CDC advises that “COVID-19 is thought to spread mainly from person to person, mainly through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Spread is more likely when people are in close contact with one another (within about 6 feet).”

For the latest information on how COVID-19 is transmitted, visit www.cdc.gov/coronavirus/2019-ncov/about/transmission.html.

Safety Plan for JVS Building and All Staff

In response to the information currently available on COVID-19, the Lorain County JVS has developed a safety plan to begin reopening the building and allowing staff and instructors to work on-site. In accordance with Governor Mike DeWine’s orders, the high school will continue distance learning, and students will not be attending classes or any activities on-site.

Implementing Building Measures

To help protect JVS staff from exposure to COVID-19, the JVS is making the following modifications to the building and worksite.

- Installing clear plastic sneeze guards at counters and administrative desks
- Applying taped markers on floors to indicate six feet of distance from desks and workstations and other high traffic locations
- Installing hand sanitizer stations at multiple locations throughout the building (see attached map) as well as providing three mobile sanitizer stations that can be used anywhere in the building.
- Providing stations with a thermal thermometer, sanitizing wipes, and instructions for use at two main employee entrances
- As mandated by the state of Ohio and Governor Mike DeWine, the onsite fitness room will remain closed.
- The cafeteria, vending machines, and staff room will be closed to discourage employees from gathering in groups and breaking social distancing guidelines.
- Updated information on COVID-19 risk factors and protective behaviors is posted throughout the building.
- The school will be cleaned/disinfected daily utilizing products that have been approved by the CDC.
- High traffic/touch areas will be cleaned at least every two hours.
- Staff members in high touch/traffic areas will have cleaning products available for them to use.

Implementing Workplace Controls

Work Schedule Flexibilities

As employees return to the building, recommended COVID-19 safety practices must be followed. The JVS is making the following adaptations to workstyle:

- The maximum number of employees and Adult Students on-site is 50 as approved by administration.
- As recommended by the Ohio Department of Health, remote work will continue to be encouraged as much as possible based on job function.
- Beginning May 11, 2020, employees may enter the building by appointment only. These appointments are to be determined by their direct supervisor in conjunction with the high school principal and the director of the adult career center. Appointments must be approved by these parties before the employee can enter the JVS building.
- Beginning May 11, 2020, some employees will return in staggered shifts to control the number of people in the building at one time. These schedules are to be determined by their direct supervisor in conjunction with the high principal and the director of the adult career center. Schedules must be approved by administration before the employee can enter the JVS building.
- Any appointments or schedules must follow the contracted workday and hours.

Safe Work Practices

Best practices from the CDC and ODH will be encouraged by the JVS. In cases where specific procedures are mandated, employees will be required to follow those mandates. These practices, many of which are taken directly from these organizations, include:

- Maintaining 6' of distance between all individuals in the building, including any students, staff or guests, and as entering and exiting the building.
- Requiring the use of face masks or coverings by all employees, students, and guests, unless there is an approved exception. Exceptions include where facial coverings:
 - Are prohibited by law or regulation;
 - Violate documented industry standards;
 - Are not advisable for health reasons;
 - Violate documented safety policies;
 - Are not required because an employee works alone in an assigned work area; or
 - Are not required due to a functional/practical reason.
- Applying hand sanitizer upon entering the building.
- Promoting frequent and thorough hand washing. If hand washing is not an option, employees are encouraged to frequently use hand sanitizer provided throughout the building.
- Encouraging respiratory etiquette, including covering coughs and sneezes.
- Discouraging workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible.
- Requiring that employees disinfect shared tools and equipment after use. For example, wipes will be available by copy machines.
- Recommending frequent disinfection of desks, workstations, and high-contact surfaces
- Requiring that any used personal protective equipment (PPE), such as face masks, is disposed of, cleaned, or stored properly to avoid contamination of self, others, or the environment

Sick Employees

Infection Control Practices

The JVS will implement infection control practices, recommended by the CDC and ODH. These include:

- Encouraging employees to stay home if they are sick
- Informing employees to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure
- Requiring employees to perform a daily symptom assessment, including taking their temperature with a thermometer and monitoring for fever, cough or trouble breathing.
- Requiring employees to stay home if they are symptomatic, test positive for COVID-19, or were in direct contact with an individual who tests positive for COVID-19.

- Any employees that feel ill after arrival at JVS will be isolated and provided a face mask to wear, if tolerated, until they are able to leave the building
- If an employee is unable to report to work, the JVS will coordinate with the employee regarding remote work and leave options.

Confirmed Cases of COVID-19

If an employee on-site at the JVS tests positive for COVID-19, the following procedure will immediately be put into place:

- The employee will be removed from the work environment or isolated immediately.
- The LC Board of Health will be contacted and any response will be based upon guidance received relative to the specific situation. Absent contrary guidance, the following procedure will be utilized:
 - Employees who may have come into contact with the COVID-19 positive employee will be notified.
 - Employees with confirmed contact with the COVID-19 positive employee, may be asked to self-quarantine, and either remain at home or work from home if possible, for a period of time.
 - The area(s) of the building where contamination may have occurred will be temporarily closed for cleaning/disinfecting.

Program Specific Safety Plan for JVS Adult Career Center:

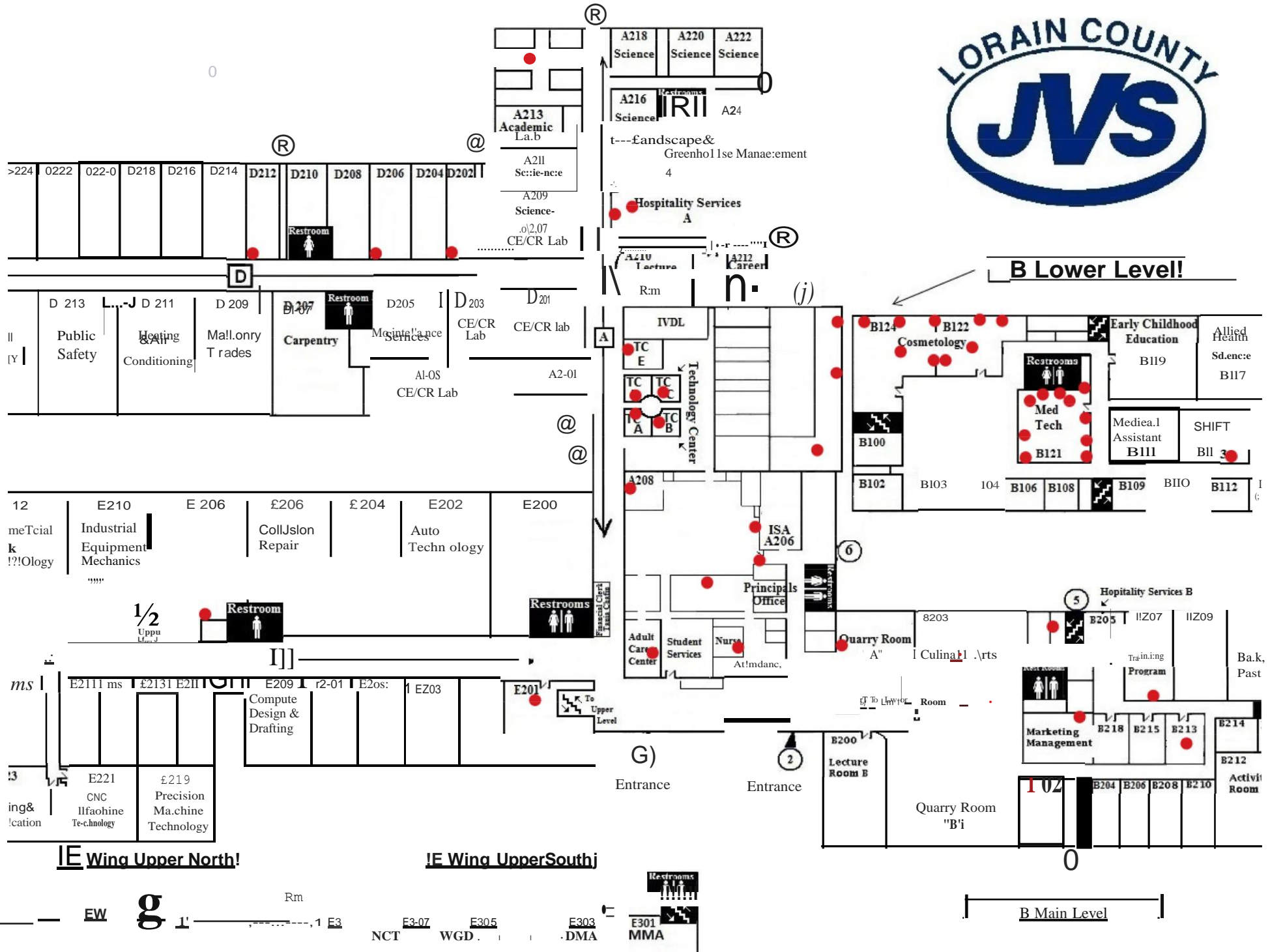
- Adult Career Center programs listed below, except Cosmetology, will resume May 18, 2020. Cosmetology program will resume once salons are allowed to open for business.
 - Phlebotomy
 - Dental
 - Esthetician
 - STNA
 - Precision Machine Technology
 - Welding
- Adult Career Center classes will be staggered to meet the requirements listed in the above Safety Plan.
- Each Adult Career Center class will have a maximum of 10 students plus the instructor. Social distancing will be followed by spacing out work stations and minimizing the number of people in the room at a time. If social distancing is not possible due to the work being performed, PPE will be provided based on current industry standards.
- No high school students are permitted in the building.
- All expectations for each program will be clearly disseminated to all adult students and staff.
- Each Adult Career Center program will have to follow their respective/specific safety

protocols as approved by industry standards, ODH and the CDC.

Additional Resources and References

The Ohio Department of Health (ODH) provides updates on mandates and guidelines specific to the state of Ohio and Governor DeWine at <https://coronavirus.ohio.gov/wps/portal/gov/covid-19/home>.

The Centers for Disease Control and Prevention (CDC) provides updates on the global COVID-19 pandemic at <https://www.cdc.gov/coronavirus/2019-ncov>



B Lower Level!

E Wing Upper North!

E Wing Upper South!

B Main Level

Entrance

Entrance

1/2
Upper Level

Restrooms

To Upper Level

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@

@

@

@

6

ISA A206

A208

TC A

TC B

TC C

TC E

TC A

TC B

TC C

TC E

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