

# On The Alert!

**Date:** March 9, 2020  
**Attention:** ASCIP Members  
**Affected Department(s):** Risk Management, Admin, Faculty, & Staff  
**Applicability:** Community College, K-12 School Districts & Charter Schools

## CORONAVIRUS (COVID-19) UPDATE

Based on rapidly evolving developments and member inquiries, we share with you an update to the original **Risk Alert** on novel coronavirus (COVID-19) sent to members on January 31, 2020.

Although there are many resources, ASCIP recommends following directives and information released by the World Health Organization (WHO), Center for Disease Control (CDC), California Department of Public Health (CDPH), and local health departments, including the continuation of the following measures:

### **Standard Guidance and Preparation:**

- 1) Promote standard guidelines and steps to slow the spread of respiratory infectious diseases including COVID-19, to all students, families, and staff. Review the California Department of Public Health's School Guidance in partnership with the Department of Education on COVID-19.
- 2) Review and update communication and comprehensive school safety plans. As an employer, Districts need to adhere to Cal/OSHA's interim exposure prevention guidelines on COVID-19.
- 3) Social distancing is encouraged. Evaluate whether to proceed with large group gatherings, conference attendance, travel (domestic and abroad), or restrict, modify, postpone, or cancel such events.
- 4) CDC and WHO are recommending against traveling to countries, territories, or cities experiencing transmission of COVID-19.
- 5) Routinely clean and disinfect all frequently touched surfaces and objects, such as doorknobs, banisters, countertops, faucet handles, and phones consistent with cleaning and disinfecting protocols consistent with CDC guidelines. Cleaning products and processes need to be thoroughly evaluated for compliance with the Healthy Schools Act (HSA), if applicable, and the district's Integrated Pest Management (IPM) program. Additionally, HSA training requirements apply to the use of disinfecting wipes for surfaces. The training requirements do not apply to hand sanitizer.
- 6) Provide adequate supplies for good hygiene, including easy access to clean and functional handwashing stations, soap, paper towels, and alcohol-based hand sanitizer.
- 7) Send home immediately students, teachers, and staff who present with fever or respiratory infection symptoms. Districts should adhere to their leave policies.
- 8) The CDC does not recommend wearing a facemask for people who are feeling well. Facemasks should be used by people who show symptoms of COVID-19 to help prevent the spread of the disease to others.
- 9) Continue to monitor the CDC's Interim Guidance for School Administrators to identify additional strategies that districts can use.

### **Guidance if COVID-19 Occurs at a School Site:**

- o Contact the local public health department immediately and determine the risk level and the need for closure. To assist, the CDC released a Risk Assessment and Public Health Management Decision Making flowchart.
- o Implement the District's communication plan, which includes outreach to students, parents, staff, and the community.
- o In conjunction with the local public health department, determine enhanced cleaning and disinfecting procedures, including deep cleaning, and additional steps necessary for reopening the school.

***Please contact your ASCIP risk services consultant at (562) 404-8029 to discuss further.***

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In reiteration, we continue to recommend all districts monitor the WHO, CDC, CDPH, and local health departments for additional updated information and recommendations. Please contact ASCIP Risk Services Staff should you have any questions or wish to discuss further.

### RESOURCES TO HELP YOU PREPARE:

Resources listed in the same order as referenced above:

- California Department of Public Health Schools Guidance on COVID-19:  
[https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/School%20Guidance%20ADA%20Compliant\\_FINAL.pdf](https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/School%20Guidance%20ADA%20Compliant_FINAL.pdf)
- Cal/OSHA's interim exposure prevention guidelines on COVID-19:  
<https://www.dir.ca.gov/dosh/coronavirus/General-Industry.html>
- World Health Organization Key Planning Recommendations for Mass Gatherings:  
<https://www.who.int/publications-detail/key-planning-recommendations-for-mass-gatherings-in-the-context-of-the-current-covid-19-outbreak>
- CDC Guidance for School & Childcare:  
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html>
- CDC Risk Assessment and Public Health Management Decision Making flowchart:  
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/public-health-management-decision-making.pdf>

*Please contact your ASCIP's risk services consultant at (562) 404-5642 to discuss further.*