

BYLAW

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Streaming of Board of Education Meetings

0162.1 STREAMING OF BOARD OF EDUCATION MEETINGS

The Closter Board of Education will hold in-person meetings and may, at its discretion, also stream the meetings online. However, remote comments will not be accepted. Members of the public who wish to make a live comment must do so in-person. The Board will allow written comments to be submitted in advance and will read the submissions at the appropriate public comment period.

The Board publishes its agenda to closterschools.org to the extent known by approximately 4:00 p.m.–the day prior to the Board meeting. Individuals who wish to submit written comments (regarding any government or school district issue that a member of the public feels may be of concern to the residents of the school district) must do so by sending an email with the written comments to the Business Administrator/Board Secretary (email to be found at closterschools.org) or by written letter addressed to the Business Administrator/Board Secretary, 340 Homans Avenue, Closter, New Jersey 07624. Comments submitted in writing or by email must include the commenter's name and address. Written comments must be received no later than 10:00 a.m. on the day of the meeting. Any comments missing a name or address will not be read. Comment received after 10:00 a.m. the day of the board meeting will be held until the subsequent board meeting. Written comments will be read aloud and addressed during the meeting in a manner audible to all meeting participants and the public. When reading written comments during a meeting, the person reading the comment will stop reading after the time period slotted to each public comment by policy, no matter how long the written comment is. The Board may summarize duplicative comments as permitted by law, and duplicative comments shall be noted for the record.

Adopted:



1648.13 SCHOOL EMPLOYEE VACCINATION REQUIREMENTS

In accordance with Executive Order No. 253 signed by the Governor of New Jersey on August 23, 2021, the Board shall adopt and maintain a policy that requires all covered workers to either provide adequate proof that they have been fully vaccinated or submit to COVID-19 testing at a minimum of one to two times each week.

This requirement shall take effect on October 18, 2021, at which time any covered workers that have not provided adequate proof to the school district that they are fully vaccinated must submit to COVID-19 testing at a minimum of one to two times each week on an ongoing basis until fully vaccinated.

For purposes of Executive Order 253 and this Policy, "covered workers" shall include all individuals employed by the Board of Education, both full and part-time, including, but not limited to, administrators; teachers; educational support professionals; individuals providing food, custodial, and administrative support services; substitute teachers, whether employed directly by the Board of Education or otherwise contracted; contractors; providers; and any other individuals performing work in the school district whose job duties require them to make regular visits to the school district, including volunteers. Covered workers do not include individuals who visit the school district only to provide one-time or limited duration repairs, services, or construction.

A covered worker shall be considered "fully vaccinated" for COVID-19 two weeks or more after they have received the second dose in a two-dose series or two weeks or more after they have received a single-dose vaccine. Individuals will only be considered fully vaccinated after they have received a COVID-19 vaccine that is currently authorized for Emergency Use Authorization (EUA) by the United States Food and Drug Administration (FDA) or the World Health Organization (WHO), or that are approved for use by the same.

Workers who are not fully vaccinated, or for whom vaccination status is unknown, or who have not provided sufficient proof of documentation, shall be considered unvaccinated in accordance with the provisions of Executive Order 253.

Covered workers shall demonstrate proof of full vaccination status by presenting any of the following documents if they list COVID-19 vaccines currently authorized for EUA by the FDA or the WHO, or that are approved for use by the same, along with an administration date for each dose:



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School Employee Vaccination Requirements

1. The Centers for Disease Control and Prevention (CDC) COVID-19 Vaccination Card issued to the vaccine recipient by the vaccination site, or an electronic or physical copy of the same;
2. Official record from the New Jersey Immunization Information System (NJIS) or other State immunization registry;
3. A record from a health care provider's portal/medical record system on official letterhead signed by a licensed physician, nurse practitioner, physician's assistant, registered nurse, or pharmacist;
4. A military immunization or health record from the United States Armed Forces; or
5. Docket mobile phone application record or any State specific application that produces a digital health record.

The Board of Education's collection of vaccination information from covered workers shall comport with all Federal and State laws, including, but not limited to, the Americans with Disabilities Act, that regulate the collection and storage of that information.

To satisfy the testing requirement of Executive Order 253 and this Policy, an unvaccinated covered worker must undergo screening testing at a minimum of one to two times each week, to be determined by the Superintendent of Schools.

An unvaccinated covered worker is required to submit proof of a COVID-19 test. The unvaccinated covered worker may choose either antigen or molecular tests that have EUA by the FDA or are operating per the Laboratory Developed Test requirements by the U.S. Centers for Medicare and Medicaid Services.

Where a Board of Education provides the unvaccinated covered worker with on-site COVID-19 test(s), the school district may similarly elect to administer or provide access to either an antigen or molecular test.

If the covered worker is not working on-site in the school district during a week when testing would otherwise be required, the Superintendent or designee may not require the worker to submit to testing for that week. This requirement shall not supplant any requirement imposed by the Board of Education regarding diagnostic testing of symptomatic workers or screening testing of vaccinated workers.



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School Employee Vaccination Requirements

The Board of Education shall track test results required by Executive Order 253 and must report those results to the local public health department.

Nothing in Executive Order 253 and this Policy shall prevent a Board of Education from revising this Policy to include additional or stricter requirements, as long as such revisions comport with the minimum requirements of Executive Order 253.

Executive Order 253 authorizes the Commissioner of the Department of Health (DOH) to issue a directive supplementing the requirements outlined in Executive Order 253, which may include, but not be limited to, any requirements for reporting vaccination and testing data to the DOH. Actions taken by the Commissioner of the DOH pursuant to Executive Order 253 shall not be subject to the requirements of the Administrative Procedure Act, N.J.S.A. 52:14B-1 et seq.

This Policy shall be supplemented by Policy 1648.11 – Appendix A, which shall include the school district’s protocols implementing the provisions of this Policy.

The Superintendent is authorized to implement revisions to provisions in this Policy based on any subsequent Executive Orders or any additional mandates that affect any provisions of this Policy. Any such revisions in this Policy shall be submitted by the Superintendent to the Board of Education for ratification if the Board cannot approve such revisions before the effective date.

Executive Order 253 – August 23, 2021

Adopted:



1648.14 SAFETY PLAN FOR HEALTHCARE SETTINGS IN
SCHOOL BUILDINGS – COVID-19

A. Purpose and Scope

The Board of Education is committed to providing a safe and healthy workplace for all employees and has adopted this Policy that shall be the school district's COVID-19 Plan (Plan) that includes procedures to minimize the risk of transmission of COVID-19, in accordance with Occupational Safety and Health Act of 1970 (OSHA) COVID-19 Emergency Temporary Standard (ETS) published on June 21, 2021. The ETS, 29 CFR 1910 - Subpart U, applies to all settings where any school district employee or contracted service provider provides healthcare services or health care support services. Public Employees' Occupational Safety and Health (PEOSH), the agency with jurisdiction over public employers in New Jersey, has adopted the ETS in full. However, its applicability for school districts is primarily restricted to the nurse's office and any adjoining clinical areas and not the entire school building.

The Board, administration, and the COVID-19 Safety Coordinator(s) will work collaboratively with all employees in the development, implementation, monitoring, and updating of this Plan.

1. Definitions

a. "Employee" means any district employee or contracted service provider working in a healthcare setting where people with suspected or confirmed COVID-19 are reasonably expected to be present.

(1) Therefore, the provisions of the ETS and this Policy only apply to employees or contracted service providers working in a nurse's office or any adjoining clinical areas.

b. "Healthcare setting" means all settings in the school district where any employee or contracted service provider provides healthcare services or healthcare support services.

(1) Where a healthcare setting is embedded within a non-healthcare setting (i.e. school nurse's office and any adjoining clinical areas in a school building), the ETS and this Policy only apply to the embedded healthcare setting and not to the remainder of a school building in accordance with 29 CFR 1910.502(a)(3)(i).



- c. For the purpose of this Policy, additional definitions shall be those definitions listed in 29 CFR 1910.502(b).
 2. The school district has multiple healthcare settings that are substantially similar; therefore; has developed and adopted this single Plan for these substantially similar healthcare settings, with site-specific considerations included in this Plan. The healthcare settings in the school district are listed in Appendix 1.
 - a. Any school district health care settings that are not substantially similar, the school district shall develop and adopt separate COVID-19 Plans for each healthcare setting and list them in Appendix 1.
- B. Roles and Responsibilities for School District Employees
 1. The school district's goal in adopting this Policy is to prevent the transmission of COVID-19 in the school district's healthcare settings. All staff members are responsible for supporting, complying with, and providing recommendations to further improve this Plan.
 2. The Superintendent will designate a COVID-19 Safety Coordinator(s) who shall implement and monitor this Plan. The COVID-19 Safety Coordinator(s) shall have the school district's full support in implementing and monitoring this Plan, and has authority to ensure compliance with all aspects of this Plan.
- C. Hazard Assessment and Worker Protections
 1. The Superintendent of Schools or designee will conduct a specific hazard assessment of its healthcare settings to determine potential hazards related to COVID-19.
 - a. A hazard assessment will be conducted initially and whenever changes in a healthcare setting in the school district create a new potential risk of employee exposure to COVID-19 (e.g., new work activities in the healthcare setting).
 2. The Superintendent has developed and the Board has adopted this Plan that includes the procedures the school district will use to determine an employee's vaccination status as outlined in Appendix 2.



- a. In the event the Superintendent or designee cannot or does not determine or confirm the vaccination status of an employee, the employee shall be presumed to be unvaccinated.
3. All completed hazard assessment forms and results will be attached to this Plan in Appendix 3 and will be accessible to all employees at each school district facility.
4. The school district will address the hazards identified by the assessment, and have included in this Plan the procedures to minimize the risk of transmission of COVID-19 for each employee. These procedures are included in the following Appendices:
 - a. Patient Screening and Management
 - (1) In healthcare settings in the school district where direct patient care is provided, the school district will include protocols addressing patient screening and management in Appendix 4.
 - b. Standard and Transmission-Based Precautions
 - (1) The school district will develop and implement procedures to adhere to Standard and Transmission-Based Precautions in accordance with CDC's "Guidelines for Isolation Precautions" which are included in Appendix 5.
5. Personal Protective Equipment (PPE)
 - a. The school district will provide and ensure that employees wear approved facemasks or a higher level of respiratory protection.
 - b. The school district will include protocols to address PPE for healthcare settings in Appendix 6.
6. Physical Distancing
 - a. The school district will ensure that each employee is separated from all other people in the healthcare setting by at least three feet when indoors, unless it can be demonstrated that such physical distance is not feasible for a specific activity.



- (1) Where maintaining three feet of physical distance is not feasible, the school district will ensure employees are as far apart from other people as possible.
 - b. Physical distancing will be implemented, along with the other provisions required by the ETS, as part of a multi-layered infection control approach for all healthcare settings.
 - c. The school district will include protocols to address physical distancing for healthcare settings in Appendix 7.
7. Physical Barriers
 - a. The school district will install physical barriers at each fixed work location outside of direct patient care areas where each employee is not separated from all other people by at least six feet of distance and spacing cannot be increased, unless it can be demonstrated that it is not feasible to install such physical barriers.
 - b. Physical barriers will be implemented, along with the other provisions required by the ETS, as part of a multi-layered infection control approach for all healthcare settings.
 - c. The school district will include protocols to address physical barriers for healthcare settings in Appendix 8.
8. Cleaning and Disinfecting in the Healthcare Setting
 - a. The school district will implement policies and procedures for cleaning, disinfecting, and hand hygiene, along with the other provisions required by the ETS, as part of a multi-layered infection control approach for all healthcare settings.
 - b. The school district will include protocols to address cleaning and disinfecting for healthcare settings in Appendix 9.



9. Ventilation

- a. The school district will implement procedures for each facility's heating, ventilation, and air conditioning (HVAC) system and include protocols addressing ventilation for healthcare settings in Appendix 10.
- b. Ventilation policies and procedures will be implemented, along with the other provisions required by the ETS, as part of a multi-layered infection control approach.
- c. The Superintendent or designee will identify the building manager, HVAC professional, or maintenance employee who can certify that the HVAC system(s) are operating in accordance with the ventilation provisions of the ETS and list the individual(s) in Appendix 10.

D. Health Screening and Medical Management

1. Health Screening

- a. "Screening" means, for the purpose of this Policy, asking questions to determine whether a person is COVID-19 positive or has symptoms of COVID-19.
- b. The school district will include protocols to address health screening for employees in Appendix 11.

2. Employee Notification to Employer of COVID-19 Illness or Symptoms

- a. The school district will include protocols to address employee notification to employer of COVID-19 illness or symptoms for employees in Appendix 11.

3. Employer Notification to Employees of COVID-19 Exposure in the Healthcare Setting

- a. The school district will include protocols to address employer notification of COVID-19 exposure to employees in Appendix 11.

4. Medical Removal from the Healthcare Setting



- a. The school district will include protocols to address medical removal from the healthcare setting for employees in Appendix 11.
5. Return to Work Criteria
 - a. The school district will include protocols to address return to work criteria for employees in Appendix 11.
6. Medical Removal Protection Benefits
 - a. The school district will continue to pay employees who have been removed from the healthcare setting under the medical removal provisions of the ETS. When an employee has been removed from the healthcare setting and is not working remotely or in isolation, the school district shall pay and provide benefits in accordance with the Plan addressed in Appendix 12.
- E. Vaccinations
 1. The school district encourages employees to receive the COVID-19 vaccination as a part of a multi-layered infection control approach. The school district will support COVID-19 vaccination for each employee by providing reasonable time and paid leave to each employee for vaccination and any side effects experienced following vaccination.
 2. The school district will include protocols to address vaccination for employees in Appendix 13.
- F. Training
 1. The school district will implement policies and procedures for employee training, along with the other provisions required by the ETS, as part of a multi-layered infection control approach.
 2. The school district will include protocols to address training for employees in Appendix 14.



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Safety Plan For Healthcare Settings In

School Buildings – COVID-19

G. Anti-Retaliation

1. The school district will inform each employee that employees have a right to the protections required by the ETS, and that employers are prohibited from discharging or in any manner discriminating against any employee for exercising their right to protections required by the ETS, or for engaging in actions that are required by the ETS.
2. The school district will not discharge or in any manner discriminate against any employee for exercising their right to the protections required by the ETS, or for engaging in actions that are required by the ETS.

H. Requirements Implemented at No Cost to Employees

1. The school district will comply with the provisions of ETS at no cost to its employees, with the exception of any employee self-monitoring conducted under D. above.

I. Recordkeeping

1. The school district will retain all versions of this Policy to comply with the ETS while the ETS remains in effect.
2. The school district will establish and maintain a COVID-19 log to record each instance in which an employee is COVID-19 positive, regardless of whether the instance is connected to exposure to COVID-19 at work.
 - a. The COVID-19 log will contain, for each instance, the employee's name, one form of contact information, occupation, location where the employee worked, the date of the employee's last day in the healthcare setting, the date of the positive test for, or diagnosis of, COVID-19, and the date the employee first had one or more COVID-19 symptoms, if any were experienced.
3. The school district will record the information on the COVID-19 log within twenty-four hours of learning that the employee is COVID-19 positive.



- a. The school district will maintain the COVID-19 log as a confidential medical record and will not disclose it except as required by the ETS or other Federal law.
 - b. The school district will maintain and preserve the COVID-19 log while the ETS remains in effect.
4. By the end of the next business day after a request, the school district will provide, for examination and copying:
- a. All versions of this Policy which is the written Plan for all employees;
 - b. The individual COVID-19 log entry for a particular employee to that employee and to anyone having written authorized consent of that employee; and
 - c. A version of the COVID-19 log that removes the names of employees, contact information, and occupation, and only includes, for each employee in the COVID-19 log, the location where the employee worked, the last day that the employee was in the healthcare setting before removal, the date of that employee's positive test for, or diagnosis of, COVID-19, and the date the employee first had one or more COVID-19 symptoms, if any were experienced, to all employees.

J. Reporting

1. The school district will report to PEOSH:
 - a. Each work-related COVID-19 fatality within eight hours of the school district learning about the fatality;
 - b. Each work-related COVID-19 in-patient hospitalization within twenty-four hours of the school district learning about the in-patient hospitalization.



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Safety Plan For Healthcare Settings In
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K. Monitoring Effectiveness

1. The school district and the COVID-19 Safety Coordinator(s) will work collaboratively with employees to monitor the effectiveness of this Plan so as to ensure ongoing progress and efficacy.
2. The school district will update this Policy as needed to address changes in specific COVID-19 hazards and exposures in the healthcare setting.

This Policy and its Appendices will be made available upon request.

29 CFR 1910.502

Occupational Safety and Health Administration Fact Sheet Subpart U COVID-19

Healthcare Emergency Temporary Standard

Occupational Safety and Health Administration Model Plan

Adopted:



Appendix 1 – Identifying the Healthcare Settings in the School District:

Location of healthcare setting in the school district buildings listed below:

| Facility Location | Worksite-Specific COVID-19 Considerations |
|--|---|
| Hillside Elementary School Nurse's Office (A103) 340 Homans Avenue Closter, NJ | If a student presents with COVID-19 symptoms, they are placed in an isolation room. Students wait outside the nurse's office and not more two students are in the nurse's office at a time. |
| Tenakill Middle School Nurse's Office (A111) 275 High Street Closter, NJ | If a student presents with COVID-19 symptoms, they are placed in an isolation room. Students wait outside the nurse's office and not more two students are in the nurse's office at a time. |



Appendix 2 – Vaccination Status Plan:

All employees completed a COVID-19 Attestation Form by September 30, 2021. Employees indicated on the form their vaccination status. If an employee was unvaccinated, he/she was required to submit to weekly testing for COVID-19.

New employees as of October 1, 2021, will complete a COVID-19 Attestation Form on their start date. Unvaccinated employees will be required to submit weekly COVID-19 test results on Tuesday or Friday. If the northeast region of the state is in high or very high transmission, unvaccinated employees will be required to submit COVID-19 test results on Tuesday and Friday each week.



Appendix 3 – Completed Hazard Forms and Results:

Please see the attached Hazard Assessment Forms and Results below:

EMERGENCY TEMPORARY STANDARD

COVID-19 Healthcare Worksite Checklist & Employee Job Hazard Analysis



OSHA COVID-19 Healthcare Worksite Checklist

- Employers in settings where employees provide healthcare services or healthcare support services may use the following Worksite Checklist to implement worker protections from COVID-19 in compliance with the OSHA COVID-19 Healthcare Emergency Temporary Standard (ETS).
- If employers choose to use this Worksite Checklist, there are 2 STEPS to complete:
 - STEP 1: Determine if OSHA’s COVID-19 Healthcare ETS applies to your workplace or portions of your workplace.
 - STEP 2: Use this Worksite Checklist to develop and implement worker protections from COVID-19 in your workplace.

STEP 1: Determine if the ETS applies to your workplace or portions of your workplace.

You may use the “Is your workplace covered by the COVID-19 Healthcare ETS?” flow chart to determine whether and how OSHA’s COVID-19 Healthcare ETS applies to your workplace. Note that this determination must be made for each workplace where your employees work.

STEP 2: If the ETS applies to your workplace or portions of your workplace, use this Worksite Checklist & Employee Job Hazard Analysis to develop and implement worker protections from COVID-19 in your workplace.

Use the sections of this Worksite Checklist & Employee Job Hazard Analysis that apply to your workplace or portions of your workplace to develop and implement worker protections from COVID-19. This checklist is intended to be used alongside OSHA’s *COVID-19 Plan Template* to help you develop and implement a COVID-19 plan, as required by the ETS, for your workplace. Seek the involvement of non-managerial employees and their representatives in completing this checklist and implementing the COVID-19 plan.

✓ Getting Started

| Take these steps to get your workplace ready and ensure you have implemented policies and procedures to prevent the spread of COVID-19. Some specific controls against COVID-19 and a job hazard analysis are covered in the sections that follow. | YES | NO | Follow-up Action |
|--|-------------------------------------|--------------------------|------------------|
| ○ Do you have a COVID-19 plan that was developed in consultation with non-managerial employees? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| ○ If you are claiming exemption under 1910.502(a)(4) from providing controls for fully vaccinated employees in a well-defined area(s) of the workplace where there is no reasonable expectation that any person with suspected or confirmed COVID-19 will be present, do you have policies and procedures in place to determine employees’ vaccination status? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| ○ Have you shared your COVID-19 plan with all other employers at your worksite(s) and coordinated to ensure all workers are protected? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| ○ Do you have policies to limit and monitor points of entry in settings where direct patient care is provided? <i>(Note: Does not apply where emergency responders or other licensed healthcare providers enter a non-healthcare setting to provide healthcare services.)</i> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| ○ Do you have a policy to screen and triage all clients, patients, residents, delivery people, visitors, and other non-employees entering settings where direct patient care is provided for people who may have symptoms of COVID-19? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |



| Take these steps to get your workplace ready and ensure you have implemented policies and procedures to prevent the spread of COVID-19. Some specific controls against COVID-19 and a job hazard analysis are covered in the sections that follow. | YES | NO | Follow-up Action |
|--|-------------------------------|-----------------------------|------------------|
| ○ Do you have a health screening protocol for screening employees before each work day and each shift? | ✓ | ☐ | |
| ○ Do you have a log for recording all employee instances of COVID-19? | ✓ | ☐ | |
| ○ Do you have a policy that requires employees to notify you when they are COVID-19 positive or have been told by a licensed healthcare provider that they are suspected of having COVID-19? | ✓ | ☐ | |
| ○ Does the policy require employees to notify you if they are experiencing COVID-19 like symptoms including: <ul style="list-style-type: none"> ▪ A recent loss of taste and/or smell with no other explanation ▪ A fever of at least 100.4°F with a new unexplained cough associated with shortness of breath | ✓ | ☐ | |
| ○ Do you have a policy to notify employees within 24 hours, if required to do so, when they have been exposed (through close contact or by working in the same well-defined portion of a workplace during a person's potential transmission period) to a COVID-19 positive person who has been in the workplace? | ✓ | ☐ | |
| ○ Do you have a policy for employee COVID-19 testing, including providing time off and payment for the test? (Note: employers are not required to conduct testing) | ✓ | ☐ | |
| ○ Do you have policies to remove employees who have COVID-19, are suspected to have COVID-19, are experiencing certain symptoms of COVID-19, or have been in close contact with a COVID-19 positive person in the workplace, until they can return as provided for by the standard, and, for employers with more than 10 employees, to provide medical removal protection benefits to such employees where required to do so (see OSHA's ETS Notification, Removal, and Return to Work Flow Chart for Employers and Employees)? | ✓ | ☐ | |
| ○ Do you have policies and procedures for adhering to Standard and Transmission-Based Precautions in accordance with CDC's "Guidelines for Isolation Precautions"? | ✓ | ☐ | |
| ○ Have you considered the use of telehealth services where available and appropriate in order to limit the number of people entering the facility? (Note: employers are not required to, but are encouraged to, use telehealth where available and appropriate.) | ✓ | ☐ | |
| ○ Do you have a plan to support COVID-19 vaccination by providing each employee reasonable time and paid leave for vaccination and any side effects experienced following vaccination? <i>(Note: Eligible employers, including businesses and tax-exempt organizations with fewer than 500 employees, can receive a tax credit for providing paid time off for each employee receiving the vaccine and for any time needed to recover from the vaccine. See www.irs.gov/newsroom/american-rescue-plan-tax-credits-available-to-small-employers-to-provide-paid-leave-to-employees-receiving-covid-19-vaccines-new-fact-sheet-outlines-details)</i> | ✓ | ☐ | |
| Identify COVID-19 Safety Coordinators to ensure compliance with all aspects of the COVID-19 plan. | | | |
| Name: | Position/Title/Campus: | Contact Information: | |
| | | | |
| | | | |
| | | | |

✓ Physical Distancing in your Workplace

This section will assist you in implementing physical distancing measures at your workplace.

- Employers must ensure that employees are separated from other people by at least 6 feet when indoors, and install cleanable or disposable solid barriers at fixed work locations outside of direct patient care areas where each employee is not separated from other people by at least 6 feet, unless the employer can demonstrate that these measures are infeasible. Refer to the **Fixed Work Location and Job Task Inventory for Employees Outside of Direct Patient Care Areas Who Cannot Maintain Physical Distancing** and the **Job Hazard Analysis (Controls)** sections below.
- In evaluating how to implement physical distancing, employers should consider these measures as they build their COVID-19 plans.
- Employers must implement physical distancing along with the other provisions required by the ETS as part of a multi-layered strategy to minimize employee exposure to COVID-19.
- **NOTE:** The ETS exempts fully vaccinated workers from physical distancing and barrier requirements when in well-defined areas where there is no reasonable expectation that any person with suspected or confirmed COVID-19 will be present.

| Have you considered these measures when/where possible? | YES | NO | Follow-up Action |
|---|-------------------------------------|--------------------------|------------------|
| <ul style="list-style-type: none"> ○ Have you taken steps to reduce crowding in facilities by asking patients to remain outside if feasible until they are called into the facility for their appointment? <i>For example: Vehicle waiting area in parking lot, open air triage tents and booths, etc.</i> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| <ul style="list-style-type: none"> ○ Have you limited visitors to the facility to only those essential for the patient's physical or emotional well-being and care, and restricted their visits to the patient's room or other designated areas? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| <ul style="list-style-type: none"> ○ Have you implemented teleworking options? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| <ul style="list-style-type: none"> ○ Are physical distancing floor markers and/or visible wall signs in place to remind employees, patients, visitors, customers, clients, and all other non-employees to maintain a minimum distance of 6 feet between them? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| <ul style="list-style-type: none"> ○ Have you reconfigured the work environment to ensure physical distancing? <i>For example: Spacing out desks, etc.</i> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| <ul style="list-style-type: none"> ○ Have conference rooms and break area furnishings (tables, chairs, desks) been adjusted to maintain physical distancing? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| <ul style="list-style-type: none"> ○ Have you installed cleanable or disposable solid barriers at each fixed work location outside of direct patient care areas (e.g., entryway/lobby, check-in desks, triage, hospital pharmacy windows, bill payment) where each employee is not separated from all other people by at least 6 feet of distance? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| <ul style="list-style-type: none"> ○ Have work shifts and break times been staggered to reduce crowding in common employee areas? <i>For example: Breakrooms, locker rooms, etc.</i> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| <ul style="list-style-type: none"> ○ Have you taken steps to minimize the number of people within choke points (bottlenecks) at any time to ensure a minimum distance of 6 feet can be maintained between them and reduce crowding? <i>For example: Outside of direct patient care areas (e.g., entryway/lobby, check-in desks, triage, pharmacy windows, bill payment).</i> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| <ul style="list-style-type: none"> ○ Have you designated pickup/drop-off delivery areas away from high traffic areas? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| <ul style="list-style-type: none"> ○ Have you used scheduling to separate workers into dedicated groups (i.e. "bubbles" or "cohorts") to work the same shift or work in a particular area to reduce the number of individuals that each worker encounters? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| <ul style="list-style-type: none"> ○ Have contactless payment systems been established? | <input type="checkbox"/> | <input type="checkbox"/> | NA |
| <ul style="list-style-type: none"> ○ Have contactless scheduling systems been established? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |

✓ Ventilation in Your Workplace

This section will assist you in improving ventilation at your workplace.

- Employers who own or control buildings or structures with an existing heating, ventilation, and air conditioning (HVAC) system(s) must ensure that the HVAC system(s) is used in accordance with manufacturer's instructions and the design specifications of the system(s); the amount of outside air circulated through the system(s) and the number of air changes per hour are maximized to the extent appropriate; air filters are rated Minimum Efficiency Reporting Value (MERV) 13 or higher, if compatible with the HVAC system(s); air filters are maintained and replaced as necessary; intake ports are cleaned, maintained, and cleared of debris; and airborne infection isolation rooms (AIIRs) are maintained and operated in accordance with their design and construction criteria.
- Does your workplace have a HVAC system that you own or control? YES
- Who is responsible for maintaining the HVAC system(s) and can certify that it is operating in accordance with the ventilation provisions of the OSHA COVID-19 ETS? **Supervisor of Buildings and Grounds, HVAC Company - ASPEN Heating and Electric**
(e.g., Maintenance staff, HVAC service contractor)

Name/Contact Information:

Ralph Chappell - 201-522-0836

| Have you taken these measures where/when possible? | YES | NO | Follow-up Action |
|---|-------------------------------------|--------------------------|------------------|
| ○ Is the HVAC system being checked, inspected, cleaned, and maintained on a regularly scheduled basis? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| ○ Is the HVAC system being used in accordance with the HVAC manufacturer's instructions and design specifications? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| ○ Is the HVAC system set to maximize the amount of fresh outdoor air that is supplied to the system within the system's capabilities? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| ○ Are the HVAC outdoor air intakes clean, are they in good working order, and are they clear of obstructions? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| ○ Are the HVAC air filters that are installed rated at least Minimum Efficiency Reporting Value (MERV) 13, or the highest level compatible with the system? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| ○ Are all air filters maintained and changed as necessary in accordance with the manufacturer's instructions for proper HVAC system function? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| ○ Are all air supply diffusers and return air grilles open, clean, and operating properly? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| ○ Are all existing AIIRs maintained in accordance with design and construction criteria? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Additional Ventilation Strategies (Best Practices) to Consider | YES | NO | Notes |
| ○ Are windows and doors opened when ambient air quality and temperature allow, and if doing so would not pose other health or safety risks? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| ○ Are automatic settings that reduce outside air intake disabled? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| ○ Are HVAC system(s) operated at least two hours before people arrive and at least two hours after everyone has left in order to help flush the building? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |

✓ **Cleaning and Disinfection in Your Workplace**

This section will assist you in implementing cleaning, disinfection, and hand hygiene measures at your workplace.

- In patient care areas, resident rooms, and for medical devices and equipment, employers must follow standard practices for cleaning and disinfection of surfaces and equipment in accordance with CDC's "COVID-19 Infection Prevention and Control Recommendations" and CDC's "Guidelines for Environmental Infection Control," pp. 86–103, 147-149. In all other areas, employers must clean high-touch surfaces and equipment at least once a day, following manufacturers' instructions for application of cleaners; and clean and disinfect, in accordance with CDC's "Cleaning and Disinfecting Guidance" any areas, materials, and equipment under the employer's control that have likely been contaminated by a person who is COVID-19 positive and has been in the workplace within the last 24 hours.
- Employers must provide alcohol-based hand rub that is at least 60% alcohol or provide readily accessible hand washing facilities.
- After aerosol-generating procedures (AGPs) are performed on persons with suspected or confirmed COVID-19, employers must clean and disinfect the surfaces and equipment in the room or area where the procedure was performed.

| Have you taken these measures where/when possible? | YES | NO | Follow-up Action |
|--|-----|----|------------------|
| ○ Are patient care areas, resident rooms, and medical devices and equipment cleaned and disinfected in accordance with the CDC's "COVID-19 Infection Prevention and Control Recommendations" and "Guidelines for Environmental Infection Control"? | ✓ | ☐ | |
| ○ Do you clean and disinfect areas, materials, and equipment (other than patient care areas, resident rooms, and medical devices and equipment) that have likely been contaminated by a person with COVID-19 who has been in the workplace within the last 24 hours in accordance with the CDC's "Cleaning and Disinfecting Guidance"? | ✓ | ☐ | |
| ○ Where AGPs are conducted, do you clean and disinfect the surfaces and equipment in the room or area after the procedure is completed? | ✓ | ☐ | |
| ○ Have you provided alcohol-based hand rub that is at least 60% alcohol or provided readily accessible handwashing facilities for employees, patients, visitors, customers, clients, and all other non-employees? | ✓ | ☐ | |
| ○ Outside of patient care areas and patient rooms, are high-touch surfaces and equipment (other than medical devices and equipment) cleaned at least once a day following manufacturers' instructions for application of cleaners? | ✓ | ☐ | |
| ○ When disinfecting, do you use a disinfectant found on EPA's List N; Disinfectants for COVID-19? | ✓ | ☐ | |

✓ Personal Protective Equipment (PPE) in Your Workplace

This section will assist you in providing PPE and implementing PPE policies at your workplace.

- Employers must: provide and ensure employees wear facemasks that are FDA-cleared, authorized by an FDA EUA, or otherwise offered or distributed as described in an FDA enforcement policy; ensure a facemask is worn by each employee over the nose and mouth when indoors and when occupying a vehicle with other people for work purposes (with some exceptions, e.g., when an employee is alone in a room); provide and ensure employees use respirators and other PPE for exposure to people with suspected or confirmed COVID-19 and for AGPs performed on a person with suspected or confirmed COVID-19; provide respirators and other PPE in accordance with Standard and Transmission-based Precautions in healthcare settings in accordance with CDC's "[Guidelines for Isolation Precautions](#)"; and allow employees to wear their own respirators instead of facemasks (under the mini respiratory protection program at 29 CFR 1910.504).
- NOTE: PPE requirements for employees with exposure to a person with suspected or confirmed COVID-19 and for AGPs on a person with suspected or confirmed COVID-19 are discussed in the **Job Task Inventory for Employees with Potential for Exposure to a Person with Confirmed or Suspected COVID-19** and **Job Hazard Analysis (Controls)** sections below.
- NOTE: The ETS exempts fully vaccinated workers from PPE requirements when in well-defined areas where there is no reasonable expectation that any person with suspected or confirmed COVID-19 will be present.

| The following questions apply when employees are required to wear employer-provided facemasks, respirators, or face shields: | YES | NO | Follow-up Action |
|---|-----|----|------------------|
| ○ Do you ensure facemasks are worn by employees over the nose and mouth when indoors and when occupying a vehicle with other people for work, unless one of the exceptions in the ETS applies? | ✓ | ☐ | |
| ○ When facemasks are required, have you provided to each employee a sufficient number of facemasks that are FDA-cleared, authorized by an FDA EUA, or otherwise offered or distributed as described in an FDA enforcement policy to comply with the ETS and ensure that they are changed by employees at least once a day, whenever they are soiled or damaged, and more frequently as necessary? | ✓ | ☐ | |
| ○ If N95 respirators or a higher level of respiratory protection are provided to employees, are they: <ul style="list-style-type: none"> ○ used in accordance with the COVID-19 mini respiratory protection program (29 CFR 1910.504) when used in place of a facemask in situations when a respirator is not required by the ETS; or ○ used in accordance with the respiratory protection standard (29 CFR 1910.134) when a respirator is required by the ETS? | ✓ | ☐ | |
| ○ For employees who are unable to wear facemasks (e.g., due to a disability), are face shields provided to employees and <ul style="list-style-type: none"> ○ certified to ANSI/ISEA Z87.1 (or do they cover the wearer's eyes, nose, and mouth, wrap around the face from temple to temple, and extend down below the wearer's chin)? ○ cleaned at least daily? ○ replaced when damaged? | ✓ | ☐ | |
| ○ Instead of a facemask, are employees permitted to wear their own respirator used in accordance with 29 CFR 1910.504 when a respirator is not required by the ETS? | ✓ | ☐ | |

Fixed Work Location and Job Task Inventory for Employees Outside of Direct Patient Care Areas Who Cannot Maintain Physical Distancing

Use this **Fixed Work Location and Job Task Inventory** and input from employees to identify any fixed work locations outside of direct patient care areas where employees cannot maintain at least 6 feet of physical distancing from all other people when indoors. Direct patient care means hands-on, face-to-face contact with patients for the purpose of diagnosis, treatment, and monitoring.

Note: The ETS exempts fully vaccinated workers from physical distancing and barrier requirements when in well-defined areas of the workplace where there is no reasonable expectation that any person with suspected or confirmed COVID-19 will be present.

Fixed work locations are workstations where an employee is assigned to work for significant periods of time. Protective measures can often be implemented at fixed workstations to minimize potential exposure to COVID-19.

- Take an inventory of all fixed work locations outside of direct patient care areas where employees cannot maintain 6 feet of physical distance from all other people. Note the number of workers at each location.
For example: 5 administrative employees work at an outpatient medical office with fixed work locations at:
 - The reception area
 - Employee desk area not in direct patient care areas

- For each fixed work location, describe the job tasks where employees cannot maintain 6 feet of physical distance from all other people.
For example: For the outpatient medical office:
 - 2 employees in the reception area interact with patients, families, and the public to conduct administrative tasks at the reception desk
 - 3 employees work at their desks not in direct patient care areas

| Fixed Work Location | | No. of Workers | Job Tasks and Descriptions |
|---|---------------------------|-----------------------|---|
| <i>For example: Outpatient medical office</i> | <i>The reception area</i> | 2 | <i>Interact with patients, families, and the public to conduct administrative tasks at the reception desk</i> |
| | <i>Employee desk area</i> | 3 | <i>Work at their desks not in direct patient care areas</i> |
| | | | |
| | | | |
| | | | |
| | | | |

Job Task Inventory for Employees with Potential for Exposure to a Person with Suspected or Confirmed COVID-19

Use this **Job Task Inventory** and input from employees to identify any job tasks where employees have potential for exposure to a person with suspected or confirmed COVID-19.

| Answer the following questions about employee exposure to COVID-19: | YES | NO | Follow-up / Notes |
|---|-----|----|-------------------|
| <input type="checkbox"/> Do employee(s) provide direct care to or are they otherwise exposed to people with suspected or confirmed COVID-19? | ☐ | ☑ | |
| <input type="checkbox"/> Do employee(s) perform or assist in performing AGPs on a person with suspected or confirmed COVID-19? The following medical procedures are considered AGPs: <ul style="list-style-type: none"> <input type="checkbox"/> open suctioning of airways <input type="checkbox"/> sputum induction <input type="checkbox"/> cardiopulmonary resuscitation <input type="checkbox"/> endotracheal intubation and extubation <input type="checkbox"/> non-invasive ventilation (e.g., BiPAP, CPAP) <input type="checkbox"/> bronchoscopy <input type="checkbox"/> manual ventilation <input type="checkbox"/> medical/surgical/postmortem procedures using oscillating bone saws <input type="checkbox"/> dental procedures involving: ultrasonic scalers; high-speed dental handpieces; air/water syringes; air polishing; and air abrasion | ☐ | ☑ | |

If you answered yes to any of the questions above, complete the table below indicating the location(s), number of workers, and job tasks and descriptions in which employees have potential for exposure to a person with suspected or confirmed COVID-19.

| Location(s) | No. of Workers | Job Tasks and Descriptions |
|---|----------------|---|
| <i>For example: Surgical Suites</i> | 5 | <i>Perform or assist in surgical procedures using oscillating bone saws</i> |
| | | |
| | | |
| | | |
| | | |

Are there any well-defined areas of your workplace in which there is no reasonable expectation that any person with suspected or confirmed COVID-19 will be present? If yes, list here:

- *For example: employee break room*
-
-
-

Employee Job Hazard Analysis (Controls)

This form will help employers and their employees identify controls to implement to minimize potential employee exposure to COVID-19. Refer to the **Fixed Work Location and Job Task Inventory for Employees Outside of Direct Patient Care Areas Who Cannot Maintain Physical Distancing** as well as the **Job Task Inventory for Employees with Potential for Exposure to a Person with Suspected or Confirmed COVID-19** sections above to complete this form for every fixed work location or job task identified in these sections.

At least one non-managerial employee should provide input on this Job Hazard Analysis.

Employee Name(s), Position/Title, Shift

Facility Location (e.g., campus, building number)

Controls to implement (as appropriate and feasible) for employees outside of direct patient care areas who cannot maintain physical distancing

Fixed Work Location(s) (refer to table above):

Job Tasks and Descriptions:

- Work processes or procedures have been adjusted to ensure that employees are as far apart as feasible from other people.
How:
 - for example: using a lifting device instead of a co-worker
 -
 -
- Physical barriers have been installed where physical distancing is not feasible.
NOTE: Physical barriers are not required in direct patient care areas or resident rooms. The ETS also exempts fully vaccinated workers from physical distancing and barrier requirements when in well-defined areas of the workplace where there is no reasonable expectation that any person with suspected or confirmed COVID-19 will be present. Refer to list of well-defined areas above.
 - Between employees and other people where possible
 - Between co-worker workstations where possible
 - Barriers are at height and width to block face-to-face pathways between persons
 - Small pass-through openings for objects, if necessary, are located at the bottom of the barrier and away from users' breathing zones
 - Barriers are fixed or secured so they do not move excessively (secured to ground or surface; hanging barriers have bottoms secured)
 - Barriers are easily cleanable or disposable
 - o Barrier cleaning supplies are stocked and conveniently located
 - Barriers do not block emergency exits and pathways

Controls to implement for employees with potential for exposure to a person with suspected or confirmed COVID-19

Controls for AGPs performed on a person with suspected or confirmed COVID-19:

- The number of employees present during the procedure is limited to only those essential for patient care and procedure support
- The procedure is performed in an AIIR, if available
- All surfaces and equipment in the room or area where the procedure is performed are cleaned and disinfected after the procedure is completed

PPE:

The employer must provide a respirator, gloves, an isolation gown or protective clothing, and eye protection to each employee with exposure to people with suspected or confirmed COVID-19. The employer must ensure that the respirator is used in accordance with the respiratory protection standard (29 CFR 1910.134) and that other PPE is used in accordance with 29 CFR 1910 subpart I.

For AGPs performed on a person with suspected or confirmed COVID-19, employers are encouraged to select elastomeric respirators or PAPRs instead of filtering facepiece respirators.

Use this form for each healthcare job task (refer to table above) with potential exposure to COVID-19.

| Description of Job Task | Employee Protections | Provided by Employer | Follow-up / Notes |
|---|---|----------------------|--|
| <p><i>For example: A nurse in the ICU must enter the patient's room and draw three vials of blood once daily in the morning before breakfast.</i></p> <p><i>The patient is positive for COVID-19.</i></p> <p><i>The ICU nurses have been issued N95 respirators. ICU nurses wear FDA-authorized facemasks when not in a COVID-19 positive patient's room.</i></p> | Gloves | x | |
| | Isolation gown | x | |
| | Facemasks cleared by the FDA, authorized by an FDA EUA, or offered or distributed as described in an FDA enforcement policy | x | <i>When not wearing N95 respirator</i> |
| | N95 respirator, or equivalent | x | |
| | Goggles or face shield | x | |
| | Powered air-purifying respirator (PAPR) | | |
| | Airborne infection isolation room (AIIR) | | |
| | Other, specify: | | |
| | Gloves | | |
| | Isolation gown | | |
| | Facemasks cleared by the FDA, authorized by an FDA EUA, or offered or distributed as described in an FDA enforcement policy | | |
| | N95 respirator, or equivalent | | |
| | Goggles or face shield | | |
| | Powered air-purifying respirator (PAPR) | | |
| | Airborne infection isolation room (AIIR) | | |
| | Other, specify: | | |
| | Gloves | | |
| | Isolation gown | | |
| | Facemasks cleared by the FDA, authorized by an FDA EUA, or offered or distributed as described in an FDA enforcement policy | | |
| | N95 respirator, or equivalent | | |
| | Goggles or face shield | | |
| | Powered air-purifying respirator (PAPR) | | |
| | Airborne infection isolation room (AIIR) | | |
| | Other, specify: | | |
| Controls to implement for contact with other people while occupying a vehicle for work | | | |
| <p><u>Identify the protective measures taken when employees occupy a vehicle with another person for work purposes.</u></p> <p>Required by the ETS:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Facemasks are worn over the nose and mouth <input type="checkbox"/> Clean high-touch surfaces daily (e.g., steering wheel, door handles, seats) <p>Best practices for employee protection:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Use fan at highest setting <input type="checkbox"/> DO NOT use "Recirculate" for cabin heating/cooling <input type="checkbox"/> Open window(s) whenever weather permits <input type="checkbox"/> Separate workers as much as possible in the vehicle (e.g., avoid having persons sit side-by-side) | | | |
| Action Items from Job Hazard Analysis: | Follow up to Action Items: | | |
| | | | |

✓ Implementing a COVID-19 Training Program

Ensure that all employees receive training, in a language and at a literacy level that they can understand.

| Have you trained each employee on COVID-19 health hazards including providing information about: | YES | NO | Follow-up Action |
|--|-----|---|------------------|
| <input type="checkbox"/> How COVID-19 is transmitted (including pre-symptomatic and asymptomatic transmission) | ✓ | ☐ | |
| <input type="checkbox"/> The importance of hand hygiene to reduce the risk of spreading COVID-19 infections | ✓ | ☐ | |
| <input type="checkbox"/> Ways to reduce the risk of spreading COVID-19 through the proper covering of the nose and mouth | ✓ | ☐ | |
| <input type="checkbox"/> The signs and symptoms of COVID-19 | ✓ | ☐ | |
| <input type="checkbox"/> The risk factors for severe illness | ✓ | ☐ | |
| <input type="checkbox"/> When to seek medical attention | ✓ | ☐ | |
| Have you reviewed your COVID-19 plan, policies, and procedures with your employees, including: | | | |
| <input type="checkbox"/> Where to find the plan, and how to obtain copies | ✓ | ☐ | |
| <input type="checkbox"/> Name(s) and Contact(s) of the COVID-19 Safety Coordinator(s) | ✓ | ☐ | |
| <input type="checkbox"/> The completed Workplace Checklist, Fixed Work Location and Job Task Inventory for Employees Outside of Direct Patient Care Areas Who Cannot Maintain Physical Distancing, Job Task Inventory for Employees with Potential for Exposure to a Person with Suspected or Confirmed COVID-19, and the Employee Job Hazard Analysis (Controls) , and how to obtain copies of each | ✓ | ☐ | |
| <input type="checkbox"/> Your specific policies and procedures on patient screening and management | ✓ | ☐ | |
| <input type="checkbox"/> Tasks and situations in the workplace that could result in COVID-19 infection | ✓ | ☐ | |
| <input type="checkbox"/> Your specific policies and procedures to prevent the spread of COVID-19 that are applicable to the employee's duties (e.g., policies on Standard and Transmission-Based Precautions, physical distancing, physical barriers, ventilation, aerosol-generating procedures) | ✓ | ☐ | |
| <input type="checkbox"/> Your specific multi-employer workplace agreements related to infection control policies and procedures, the use of common areas, and the use of shared equipment that affect employees at the workplace | ✓ | ☐ | |
| <input type="checkbox"/> Your specific policies and procedures for PPE for your workplace including: <ul style="list-style-type: none"> ○ When PPE is required for protection against COVID-19 ○ Limitations of PPE for protection against COVID-19 ○ How to properly put on, wear, and take off PPE ○ How to properly care for, store, clean, maintain, and dispose of PPE ○ Any modifications to donning, doffing, cleaning, storage, maintenance, and disposal procedures needed to address COVID-19 when PPE is worn to address workplace hazards other than COVID-19 | ✓ | ☐ | |
| <input type="checkbox"/> Your specific policies and procedures for cleaning and disinfection | ✓ | ☐ | |
| <input type="checkbox"/> Your specific policies and procedures on health screening and medical management | ✓ | ☐ | |
| <input type="checkbox"/> Available sick leave policies, any COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws; and other supportive policies and practices (e.g., telework, flexible hours) | ✓ | ☐ | |
| Training Requirements / Notes: | | | |
| Employee Representative Name and Date: | | COVID-19 Safety Coordinator Name and Date: | |
| | | Vincent McHale, October 26, 2021 | |

This document is intended to provide information about the COVID-19 Emergency Temporary Standard. The Occupational Safety and Health Act requires employers to comply with safety and health standards promulgated by OSHA or by a state with an OSHA-approved state plan. However, this document is not itself a standard or regulation, and it creates no new legal obligations.

Appendix 4 – Patient Screening and Management:

When an employee or student presents with COVID-19 symptoms, he or she will wait in an isolation room. If there is more than one employee or student presenting with symptoms at the same time, a vacant classroom will be used for isolation.

At all times, employees and students will wait outside the nurse's office prior to the school nurse accepting them into the office. Only two employees or students will be admitted to the nurse's office at a time.



Appendix 5 – Standard and Transmission-Based Precautions:

The school nurses at both district schools will use multi-layered control precautions, including:

- Required masking of all staff, students, and visitors;
- Social distancing of three feet, when practicable;
- Hand washing and hand sanitizing;
- Hand sanitizing stations throughout the schools;
- Ventilation through HVAC system and use of open windows to increase fresh air in rooms;
- Use of Odorox filtration system in the nurse's office;
- Daily self-screening for COVID-19 symptoms by employees and students prior to arrival at work/school each day;
- Using isolation room for anyone who presents COVID-like symptoms;
- Following CDC and NJDOH quarantines.



Appendix 6 – Personal Protective Equipment (PPE):

All staff and students will be required to wear a three-ply facemask when inside school buildings. The school nurse will provide a mask to anyone who requires one. The face masks must cover the nose, mouth and chin.



Appendix 7 – Physical Distancing:

The nurse's office in Hillside Elementary School and in Tenakill Middle School are marked with signs and floor markings to indicate where students and staff should wait prior to entering. The markings are spaced six feet apart.

There will be a maximum of two students/staff at a time in the nurse's office and the students/staff maintain three feet of social distance.



Appendix 8 – Physical Barriers:

School nurses will have face shields and safety glasses to use as a physical barrier when assessing students or staff and when physical distancing cannot be maintained for treatment.



Appendix 9 – Cleaning and Disinfecting:

The nurse's offices will be cleaned and disinfected on a regular daily schedule. In the event there is a student or staff uses the isolation room, the nurse will call the custodian to disinfect the isolation room and the bathroom in the nurse's office.

Student or staff handwashing and/or sanitizing will be encouraged upon entry and also will take place prior to exit. There are multiple sinks in each nurse's office and there are hand sanitizing stations inside and outside the nurse's office.



Appendix 10 - Ventilation:

| | |
|---|--|
| <p>The following individual(s) is responsible for maintaining the HVAC system(s) and can certify that it is operating in accordance with the ventilation provisions of OSHA's COVID-19 ETS.</p> <p><i>(e.g., Maintenance employee, HVAC service contractor(s))</i></p> | |
| <p><u>Ralph Chappell</u> Supervisor of Buildings and Grounds chappellr@nvnet.org</p> | <p><u>Location:</u> Closter Board of Education 340 Homans Avenue Closter, NJ 07624</p> |
| <p><u>Name/Contact Information:</u></p> | <p><u>Location:</u></p> |

The classrooms, all instructional spaces, and offices at Hillside Elementary School and Tenakill Middle School all meet the CDC and ASHRAE ventilation guidelines for outside air refresh. All employees are also encouraged to keep windows open, even minimally during cold weather, to increase the refresh of outside air.



Appendix 11 – Health Screening and Medical Management for Employees:

Employees and students will self-screen at home prior to reporting to work or school each morning.

If employees or students are sick or experiencing symptoms they will notify the school nurse by phone or email.

If an employee is quarantined and able to teach from home, the principal will arrange for live stream into his/her classroom. If an employee is ill and unable to teach, they will use sick days for each day absence.

The school nurse will notify employees of COVID-19 exposure through close contact. If the employee is unvaccinated and has close contact with a person who tests positive for COVID-19, the school nurse and principal will arrange for the employee to leave immediately.

The school nurse and principal will follow all CDC and NJDOH guidance for return to work after an employee has quarantined.



Appendix 12 – Medical Removal Protection Benefits:

Closter Public Schools will continue to provide the benefits to which the employee is normally entitled and pay the employee the same regular pay the employee would have received had the employee not been absent from work, up to \$1,400 per week per employee. Beginning in the third week of an employee's removal, the amount is reduced to only two-thirds of the same regular pay the employee would have received had the employee not been absent from work, up to \$200 per day.

Closter Public Schools' payment obligation is reduced by the amount of compensation the employee receives from any other source, such as a publicly or employer-funded compensation program (e.g., paid sick leave, administrative leave), for earnings lost during the period of removal or any additional source of income the employee receives that is made possible by virtue of the employee's removal.



Appendix 13 – Vaccinations:

The school district encourages all employees to be vaccinated for COVID-19, but respects each individual's personal decision on vaccination. The district will communicate vaccination availability to all employees, whenever it is available locally.



Appendix 14 – Training:

Administrators and school nurses will provide employees with the following information:

- General information about COVID-19;
- COVID-19 updates when available;
- how COVID-19 is transmitted;
- the importance of hand-washing/sanitizing and maintaining social distance;
- the requirement of wearing masks and how to wear them correctly;
- requirements of daily screening for signs and symptoms of COVID-19.

The school nurses will share a COVID-19 Health Office Plan with substitute teachers and paraprofessionals to keep them informed about what to do to prevent COVID-19 transmission in school.



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2425 EMERGENCY VIRTUAL OR REMOTE INSTRUCTION PROGRAM

The Board of Education is committed to providing a high quality educational program, virtually or remotely, in the event a school or the schools of the district are required to close for more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure. The district's virtual or remote program of instruction shall be in accordance with N.J.S.A. 18A:7F-9.

In the event the school district is required to close a school or the schools of the district for more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure, the Commissioner of Education shall allow the district to apply to the 180-day requirement established pursuant to N.J.S.A. 18A:7F-9, one or more days of virtual or remote instruction provided to students on the day or days the schools of the district were closed if the program of virtual or remote instruction meets such criteria as may be established by the Commissioner of Education.

The Superintendent of Schools shall submit, with Board approval, the school district's program of virtual or remote instruction to the Commissioner of Education by no later than October 29, 2021 and annually thereafter.

A day of virtual or remote instruction, if instituted under the district's Commissioner of Education's approved program of virtual or remote instruction, shall be considered the equivalent of a full day of school attendance for the purposes of meeting State and local graduation requirements, the awarding of course credit, and other such matters as determined by the Commissioner of Education.

Any district program of virtual or remote instruction implemented for the general education students shall provide the same educational opportunities to students with disabilities. Special education and related services, including speech language services, counseling services, physical therapy, occupational therapy, and behavioral services, may be delivered to students with disabilities through the use of electronic communication or a virtual or online platform and as



required by the student's Individualized Education Program (IEP), to the greatest extent practicable.

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In the event the State or local health department determines it is advisable to close or mandates closure of the schools of the district due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure, the Superintendent shall have the authority to implement the school district's program of virtual or remote instruction. The Superintendent shall consult with the Board prior to such decision, if practicable. The Superintendent shall ensure that students, parents, staff, and the Board are informed promptly of the Superintendent's decision.

Nothing in N.J.S.A. 18A:7F-9 and this Policy shall be construed to limit, supersede or preempt rights, privileges, compensation, remedies, and procedures afforded to public employees or a collective bargaining unit under Federal or State law or any provision of a collective bargaining agreement entered into by the school district.

In the event of the closure of a school or the schools of the district due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure for a period longer than three consecutive school days:

1. District employees shall be entitled to compensation, benefits, and emoluments pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(1) and (2).
2. The district shall continue to make payments of benefits, compensation, and emoluments pursuant to the terms of a contract with a contracted service provider in effect on the date of the closure as if the services for such benefits, compensation, and emoluments had been provided, and as if the school facilities had remained open pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(3).
3. The district shall be obligated to make payments for benefits, compensation, and emoluments and all payments required pursuant to N.J.S.A. 18A:6-51 et seq., to an educational services commission, county special services school district, and a jointure commission, and under any shared services agreement and cooperative contract entered into with any other public entity pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(4).
4. An educational services commission, county special services school district, and a jointure commission shall continue to make payments of benefits, compensation,



and emoluments pursuant to the terms of a contract with a contracted service provider or a shared services agreement in effect on the date of the closure as if the services for such benefits, compensation, and emoluments had been provided, and as if the school facilities had remained open pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(4).

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Emergency Virtual or Remote
Instruction Program

The provisions of N.J.S.A. 18A:7F-9.e.(1) through (4) shall not apply to any employee whose weekly hours of work are reduced, and to whom unemployment benefits are provided, pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq. A contracted service provider, educational services commission, county special services school district, or jointure commission shall notify the district with which it has entered into a contract to provide services of its intent to reduce the hours of work of its employees pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq.

1. Notwithstanding the provisions of N.J.S.A. 18A:7F-9.e.(3), if a contracted service provider reduces the amount that it pays to its employees providing services to a school district, and that reduction is the result of a reduction of workhours of those employees made pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq., then the amount paid by the district to the contracted service provider shall be reduced by the same amount.
2. Notwithstanding the provisions of N.J.S.A. 18A:7F-9.e.(4), if an educational services commission, county special services school district, or jointure commission reduces the amount that it pays to its employees providing services to a school district, and that reduction is the result of a reduction of workhours of those employees made pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq., then the amount paid by the district to the educational services commission, county special services school district, or jointure commission shall be reduced by the same amount.

This Policy may be revised as necessary by the Superintendent in accordance with N.J.S.A. 18A:7F-9. The school district's emergency virtual or remote instruction program shall be available on the school district's website.

N.J.S.A. 18A:7F-9



Adopted:

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Sexual Harassment of Students
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5751 SEXUAL HARASSMENT OF STUDENTS

The Board of Education will not tolerate sexual harassment of students by school employees, other students, or third parties. Sexual harassment of students is a form of prohibited sex discrimination. In accordance with Title IX of the Education Amendments of 1972 and the Code of Federal Regulations (CFR), 34 CFR §106, the school district adopts this Policy and implement practices to investigate and resolve allegations of sexual harassment of students engaged in by school employees, other students, or third parties pursuant to 34 CFR §106.3(c). In addition, reports of sexual harassment shall also be investigated in accordance with the requirements of New Jersey's Anti-Bullying Bill of Rights Act and Policy 5512.

For the purposes of Policy 5751 and in accordance with 34 CFR §106:

1. "Sexual harassment" (34 CFR §106.30(a)) means conduct on the basis of sex that satisfies one or more of the following:
 - a. An employee of the school district conditioning the provision of an aid, benefit, or service of the school district on a student's participation in unwelcome sexual conduct;
 - b. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a student equal access to the school district's education program or activity; or
 - c. "Sexual assault" as defined in 20 U.S.C. §1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. §12291(a)(10), "domestic violence" as defined in 34 U.S.C. §12291(a)(8), or "stalking" as defined in 34 U.S.C. §12291(a)(30).

Sexual harassment may take place electronically or on an online platform used by the school, including, but not limited to, computer and internet networks; digital platforms; and computer hardware or software owned or operated by, or used in the operations of the school.

In accordance with 34 CFR §106.8(a), any person may report sex discrimination, including sexual harassment using the contact information listed for the Title IX Coordinator, or by any



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other means that results in the Title IX Coordinator receiving the person's verbal or written report.

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A school district with "actual knowledge" of sexual harassment in the educational program or activity of the school district against a student, must respond promptly in a manner that is not "deliberately indifferent".

Any school employee who receives a complaint of sexual harassment or is aware of behavior that could constitute sexual harassment is required to report that information to the Title IX Coordinator in accordance with the provisions of 34 CFR §106.8(a) and B.1. of Regulation 5751. The district must report any potential child abuse in accordance with N.J.S.A. 18A:36-24; N.J.S.A. 18A:36-25; N.J.A.C. 6A:16-11.1; and Policy and Regulation 8462.

The Title IX Coordinator shall notify persons entitled to a notification pursuant to 34 CFR §106.8(a)(1) that the school district does not discriminate on the basis of sex in the education program or activity that it operates, and that it is required by Title IX and Policy and Regulation 5751 not to discriminate in such a manner in accordance with 34 CFR §106.8(b)(1).

The Title IX Coordinator shall prominently display the contact information required to be listed for the Title IX Coordinator pursuant to 34 CFR §106.8(b)(2)(i) on the school district's website and in each handbook or catalog the school district makes available to persons entitled to a notification in accordance with 34 CFR §106.8(a). Policy and Regulation 5751 shall be prominently displayed on the district's website and accessible to anyone.

Supportive measures shall be available to the Complainant, Respondent, and as appropriate, witnesses or other impacted individuals.

The school district shall use the grievance process outlined in 34 CFR §106.45 and Regulation 5751 to address formal complaints of sexual harassment. The school district shall offer both parties an appeal process as outlined in 34 CFR §106.45 and Regulation 5751 from a determination regarding responsibility for sexual harassment and from the Title IX Coordinator's dismissal of a formal complaint or any allegations of sexual harassment.

The Title IX Coordinator shall be responsible for effective implementation of any remedies in accordance with 34 CFR §106.45(b)(7)(iv). The appropriate school official designated by the Superintendent, after consultation with the Title IX Coordinator, will determine sanctions imposed and remedies provided, if any.



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Consistent with the laws of New Jersey a student's parent must be permitted to exercise the rights granted to their child under this Policy, whether such rights involve requesting supportive measures, filing a formal complaint, or participating in a grievance process.

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The Superintendent or designee shall ensure that Title IX Coordinators, investigators, decision-makers, appeal officer, and any person who facilitates an informal resolution process, receive training in accordance with 34 CFR §106.45(b)(1)(iii).

The school district or any employee of the school district shall not intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or Policy 5751, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Policy, in accordance with 34 CFR §106.71(a).

The school district shall maintain for a period of seven years records in accordance with the requirements of 34 CFR §106.45(b)(10). For each school district response to sexual harassment required under 34 CFR §106.44, the school district shall create and maintain for a period of seven years, records in accordance with 34 CFR §106.45(b)(10).

The Superintendent or designee shall consult with the Board Attorney to ensure the school district's response to allegations of sexual harassment and the school district's grievance process are in accordance with 34 CFR §106.44 and 34 CFR §106.45.

Any time a report is made to the Title IX Coordinator or formal complaint is filed pursuant to this Policy and in accordance with 34 CFR §106, the Title IX Coordinator shall forward the report or complaint to the Principal of the school building attended by the alleged victim for the Principal to follow the requirements of New Jersey's Anti-Bullying Bill of Rights Act and Policy 5512.

34 CFR §106

United States Department of Education, Office for Civil Rights – Questions and Answers on the Title IX Regulations on Sexual Harassment (July 20, 2021)

Adopted:

