

OHIO EDUCATION ASSOCIATION

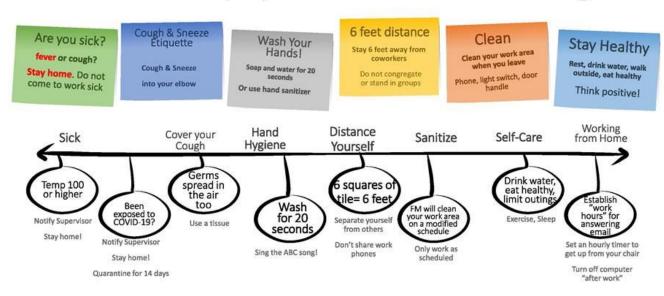
Employee Safety Guidance During the COVID-19 Pandemic

April 7, 2020

EMPLOYEE SAFETY GUIDANCE DURING COVID-19 PANDEMIC

- Schools have an important role with:
 - Slowing the spread of diseases
 - Protecting students
 - Protecting staff
 - Ensuring students have a safe and healthy learning environment.

COVID-19 Employee Awareness While Working



3/23/2020

COVID-19

- The COVID-19 virus is thought to spread mainly from person to-person, including:
 - Between people who are in close contact with one another (within about 6 feet).
 - 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.
- Although not the primary way COVID-19 is spread, a person can get COVID-19 by touching a surface or object that has SARS-CoV-2 on it and then touching their own mouth, nose, or possibly their eyes.



Basic Information and Prevention of coronavirus disease 2019 (COVID-19)

Ocean County residents should be prepared for the possibility of COVID-19 in their community. Everyone has a role to play in getting ready and staying healthy and you can take measures to reduce the spread of COVID-19.

Currently a vaccine is not available for COVID-19. Community-based interventions such as school dismissals, event cancellations, social distancing, and creating employee plans to work remotely can help slow the spread of COVID-19. Individuals can practice everyday prevention measures like frequent hand washing, staying home when sick, and covering coughs and sneezes.

How COVID-19 Spreads

There is much to learn about the COVID-19, including how and how easily it spreads. Based on what is currently known about COVID-19 and what is known about other coronaviruses, spread is thought to occur mostly from person to person via respiratory droplets among close contacts.

Close contact can occur by:

- being within approximately 6 feet (2 meters) of an individual with COVID-19 for a prolonged period of time.
- having direct contact with infectious secretions from an individual with COVID-19. Infectious secretions may include sputum, serum, blood, and respiratory droplets.

Being aware of good repiratory hygiene when in close contact with individuals is important to protect people from many respiratory illnesses including the flu and COVID-19.

How You Can Protect Yourself

Practice everyday preventive actions now. Remind everyone in your household of the importance of practicing everyday preventive actions that can help prevent the spread of respiratory illnesses:

- Avoid close contact with people who are sick.
- Stay home when you are sick, except to get medical care.
- Cover your coughs and sneezes with a tissue.
 Clean frequently touched surfaces and objects daily (e.g.,
- tables, countertops, light switches, doorknobs, and cabinet handles) using a regular household detergent and water.
 - If surfaces are dirty, they should be cleaned using a detergent and water prior to disinfection.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Always wash your hands with soap and water if your hands are visibly dirty.

Choose a room in your home that can be used to separate sick household members from those who are healthy. Identify a separate bathroom for the sick person to use, if possible. Plan to clean these rooms, as needed, when someone is sick. Learn how to care for someone with COVID-19 at home.

Environmental Cleaning and Disinfection

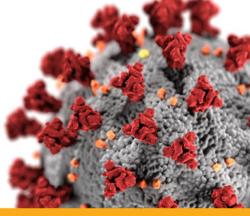
Routine cleaning and disinfection procedures are appropriate for COVID-19. For disinfection, a list of products can be found at:

https://www.americanchemistry.com/Novel-Coronavirus-Fighting-Products-List.pdf.

Always follow the manufacturer's instructions for all cleaning and disinfection products.

Steps to Protect Your Children

- If your child/children become sick with COVID-19s, notify their childcare facility or school. Talk with teachers about classroom assignments and activities they can do from home to keep up with their schoolwork.
- Keep track of school dismissals in your community. Read or watch local media sources that report school dismissals. If schools are dismissed temporarily, use alternative childcare arrangements. if needed.
- Discourage children and teens from gathering in other public places while school is dismissed to help slow the spread of COVID-19 in the community.





For more information: www.cdc.gov/COVID19 or call: 1-800-222-1222 or 732-341-9700, x7411

Recommended Steps to Reduce Workers' Risk of Exposure to SARS-CoV-2

- Community mitigation is a set of actions that persons and communities can take to help slow the spread of respiratory virus infections.
- Implementation is based on empowering schools to implement recommended actions, particularly in ways that protect persons at increased risk of severe illness.
- Guidance focuses on the need for employers to implement engineering, administrative, and work practice controls and personal protective equipment (PPE), as well as considerations for doing so.



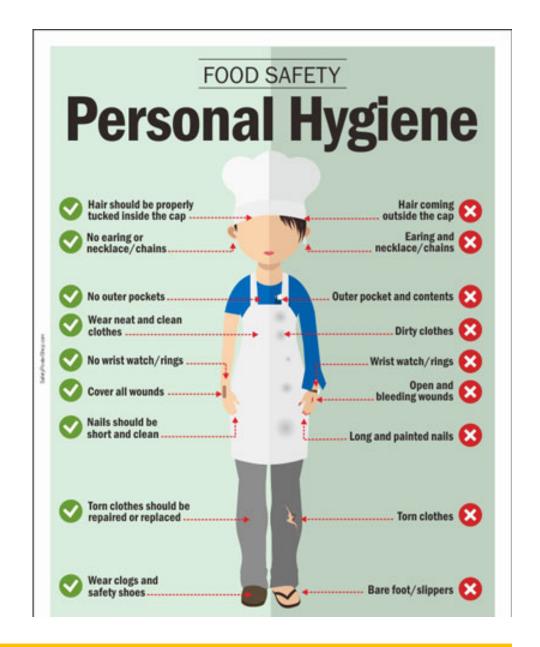
Priority	Definition
High	Severe potential risk that poses imminent hazard to worker safety and health, the public, the environment, security, regulatory compliance, business operations, etc.
Medium	Moderate potential risk that poses a hazard to worker safety and health, the public, the environment, security, regulatory compliance, business operations, etc.
Low	Minor potential risk that poses a low-level hazard (e.g., non-lost time injury) to worker safety and health, the public, the environment, security, regulatory compliance, business operations, etc.
Minimal	Actions with very low impact on risk potential that maybe tracked as discretionary improvement opportunities or as otherwise required

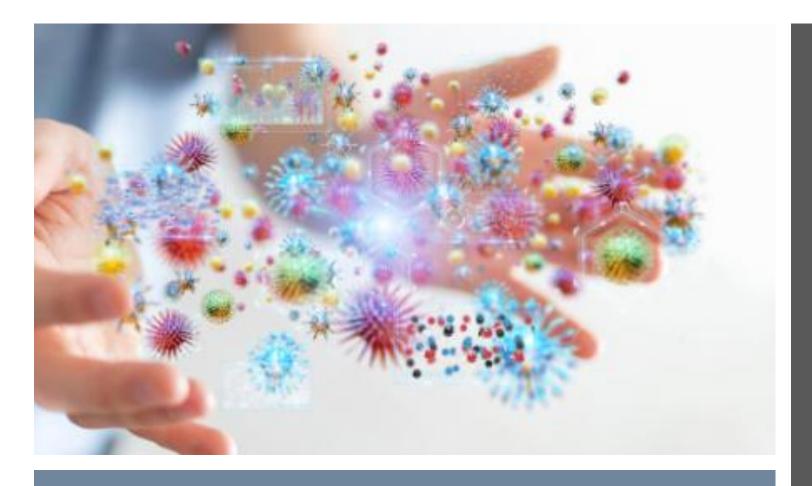
MEDIUM EXPOSURE RISK

- Meal prep and meal delivery are vital to the students and community the school district serves. It is also vital that all involved understand how COVID-19 is transmitted and implement safety precautions.
- School Support staff assisting with food-prep, meal delivery, transportation and janitorial duties are classified as "medium exposure risk" due to highfrequency interaction with the general public and sanitation protocols.

BASIC PROTECTION REQUIRES INFECTION PREVENTION MEASURES

- Protecting workers is dependent upon emphasizing basic infection prevention measures.
- All employers should implement good hygiene and infection control practices, including handwashing, personal hygiene.
- All employees should utilize good hygiene and infection control practices (which include proper handwashing and good personal hygiene)





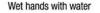
INFECTION CONTROL TRAINING

- Employers should provide worker training on infection controls, including the importance of avoiding close contact (within 6 feet) with others.
- Employers should provide adequate supplies and ready access to soap and running water, tissues, alcohol-based hand sanitizers and cleaning agents.

HANDWASHING PROTOCOL

- Clean your hands often.
- Wash your hands often with soap and water for at least 20 seconds
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- After taking off gloves, wash hands







apply enough soap to cover all hand surfaces.



Rub hands palm to palm



right palm over left dorsum with interlaced fingers and vice versa



palm to palm with fingers interlaced



backs of fingers to opposing palms with fingers interlocked



tational rubbing of left thumb clasped in right palm and vice versa



rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa.



Rinse hands with water



dry thoroughly with a single World health Organization



use towel to turn off faucet



...and your hands are safe.

HANDWASHING

- Wash hands with soap and water for 20 seconds, dry hand with a paper towel, and use the paper towel to turn off the faucet.
- When soap and running water are unavailable, use an alcoholbased hand rub with at least 60% alcohol.
- Always wash hands that are visibly soiled.



Wearing gloves is NOT a substitute for cleaning your hands.

- Your hands can get contaminated while wearing or removing gloves.
- Cleaning your hands after removing your gloves will help prevent the spread of potentially deadly germs.

COUNT

Protect Yourself.
Protect Your Patients.

CONTAMINATION DURING

GLOVE REMOVAL IS COMMON

Who do your #CLEANHANDSCOUNT for?



www.cdc.gov/HandHygiene

This material was developed by CDC. The Clean Hands Count Campaign is made possible by a partnership between the CDC Foundation and GOJO.

WASH. YOUR. HANDS.

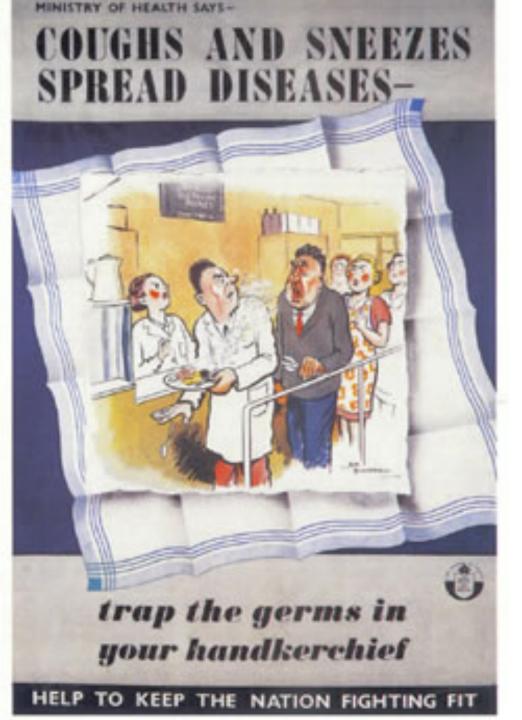
- Hands must be washed
 - before starting work
 - during food preparation
 - before putting on gloves
 - after using the restroom
 - after handling trash
 - after any other activity that could contaminate the hands.



HAND SANITIZER

- Hand sanitizer
 containing over 60
 percent alcohol works
 against Covid-19 and
 is a good option when
 you're not near a sink.
- Remember hand sanitizer is not a substitute for handwashing!





COUGHING AND SNEEZING

- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

EMPLOYEE TEMPERATURE BEFORE WORK

To help protect the public against the spread of COVID-19, Governor Mike DeWine and Ohio Department of Health Director Amy Acton, M.D., MPH, strongly recommend that all employers screen employees each day before work by following these steps:

TAKE EMPLOYEE TEMPERATURE BEFORE REPORTING TO WORK

- Testing should be administered in the least invasive way possible, like utilizing temperature guns or forehead temperatures.
- If a medical professional or person with medical training is available, have them administer the temperatures.
- If somebody with medical training is not available or onsite, the district should consider assigning an administrator - with proper training – obtain employee temperatures for legitimate and nondiscriminatory business needs while maintaining confidentiality.

Send staff home if they have symptoms or a temperature of 99.6 F or higher.



DAILY EMPLOYEE SCREENING

- Question #1: Do you have symptoms of respiratory infection (fever, cough, shortness of breath)?
 - No proceed to work.
 - Yes, but symptoms have a known cause (asthma, COPD, chronic sinusitis, etc.) proceed to the next question.
 - Yes Employee will be sent home. Employee is required to stay home for at least 7 days from the time they experienced symptoms AND at least three days after they have no fever (without taking medication to reduce fever) AND have improvement in their respiratory symptoms (cough, shortness of breath).
- Question #2: Have you been exposed to someone with confirmed COVID-19 or an impacted area?
 - No proceed to work.
 - Yes, and not experiencing symptoms employee will be required to stay at home for 14 days from the time they were exposed to confirmed COVID-19 or left the impacted area.
 - Yes, and exhibiting symptoms employee is required to stay home for at least 14 days from the time they were exposed. Employee can return to work after their quarantine when it has been 7 days from the time they experienced symptoms AND at least three days after they have no fever (without taking medication to reduce fever) AND have improvement in their respiratory symptoms (cough, shortness of breath).



PERSONAL PROTECTION BEST PRACTICES

- During a pandemic, employers may require employees to wear personal protective equipment designed to reduce the transmission of pandemic infection (Face masks, gloves or gowns).
- Only medical grade N95 face masks can prevent airborne transmission of Covid-19 and these are not available to the public. Surgical masks do not prevent transmission of the virus.
- Practice 6 –foot social distancing.
- Avoid touching your eyes, nose, or mouth.
- Avoid close contact with people who are sick.





SAFER WORK PRACTICES

- Kitchen staff should do what they can to practice 6-foot social distancing.
- Instead of working together in a small kitchen, consider moving worktables out into the cafeteria to spread out workspaces.
- You may be able to bring in additional worktables and other equipment from closed buildings to make more workspace to spread out in.

KITCHEN STAFF

- Staff are expected to wear a fresh uniform daily. Practice good hygiene before and after your shift.
- Please do not greet staff with hugs, handshakes, group photos or any other physical contact.
- Sanitize the kitchen prep areas before starting work for the day.
- Change gloves with every new task, as frequently as possible.
- Sanitize areas before and after starting every task, this includes tabletops and work areas.
- While producing food, try to maintain a space of 6 feet between co-workers.
- Only Staff may be in the kitchen, or delivery area during service. No children, office staff, administration, or vendors may be in the kitchen.
- When outside deliveries arrive, they must be left at the door.
 Please accept deliveries verbally at the door, and the vendor can sign off for you. Avoid contact with clipboards, pens, etc.
- Wear gloves when putting away deliveries and then wash hands





FOOD HANDLING BASICS

- Bare hand contact with ready to eat food is prohibited.
- In addition to gloves, use tongs, forks, and spatulas to eliminate bare hand contact with food.
- Single-service articles/utensils may not be re-used.

Source: USDA_COVID-19_SFSP_and_SSO_Meal_Delivery_QA

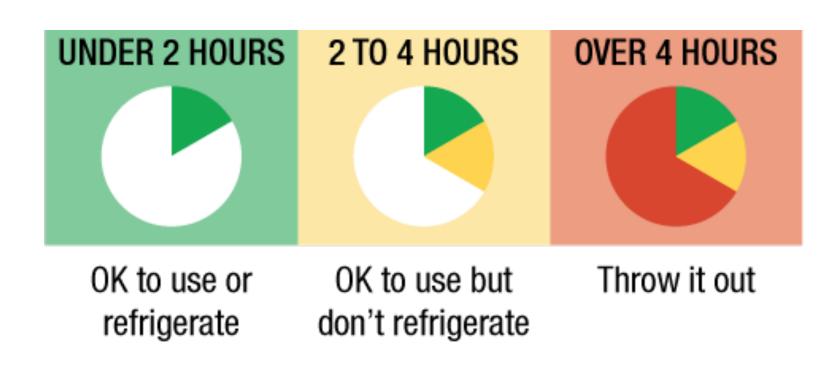
TIME AS PUBLIC HEALTH CONTROL FOR POTENTIALLY HAZARD FOODS

If time is used as a Public Health control for potentially hazardous foods, it must be stated in writing.

To comply with this provision, potentially hazardous foods must be held at room temperature no longer than 4 hours and then promptly disposed of.

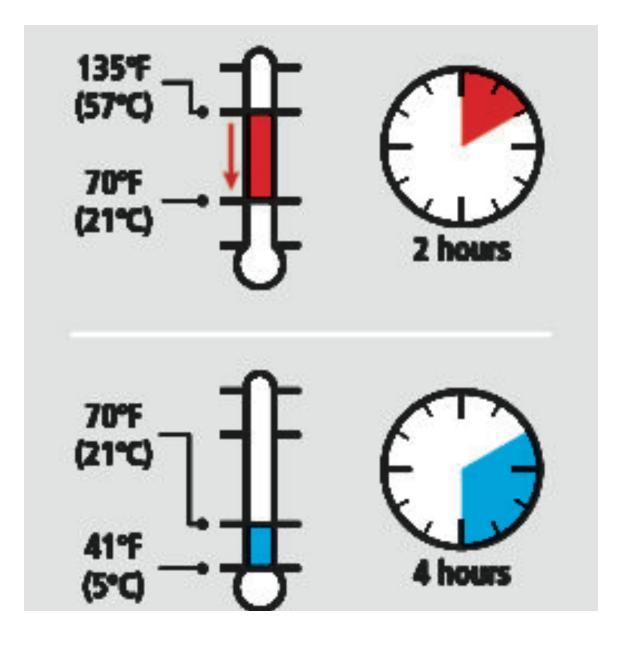
The length of time foods are held may be required in written logs.

A label reading "Refrigerate Immediately or Discard by: (insert time here)" should be placed on the packaged food.



TEMPERATURE CONTROL OF FOODS

- Potentially hazardous foods must be kept to an internal temperature of 41°F or below if held cold or 135°F or above if held hot at all times.
- Pre-cooked foods must be re-heated to 165°F before serving – this includes foods that come frozen and are cooked before eating, such as chicken nuggets.
- Dial stem thermometers must be available for checking these temperatures.
- Equipment must be provided for maintaining these temperatures at all times.





ICE & REFRIGERATION REQUIREMENTS

If ice is to be used for temperature control, the ice must be from an approved source.

The ice holding container must be constructed of a non-porous material. Ice used for cooling food or beverages may not be used for human consumption.

Mechanical refrigeration units must be clean and in good repair and must be capable of maintaining food temperatures to 41°F or below.

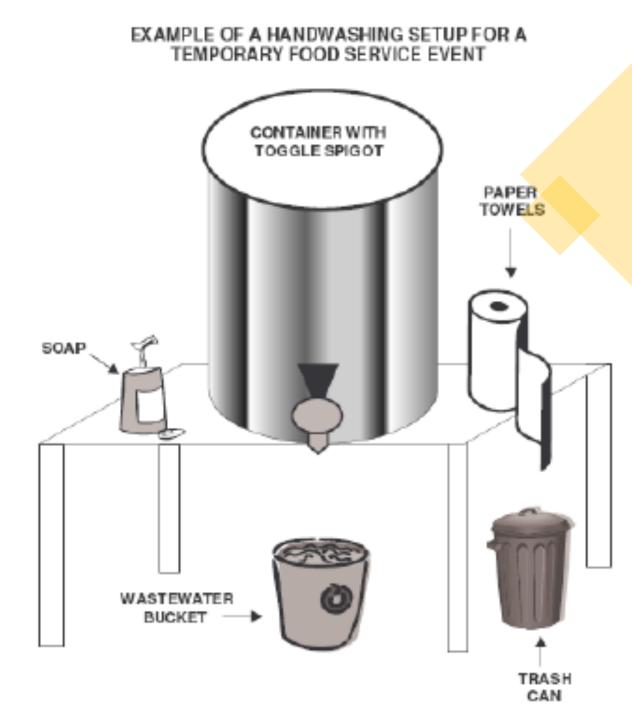
PREPACKAGED FOOD RECOMMENDATION



- All food must be from an approved source. All potentially hazardous foods (meats, dairy products, lunch meat sandwiches, etc.) must be prepared on the site by a permitted operator or be prepared at another permitted facility.
- Recommend food items served to be limited to prepackaged, non-potentially hazardous foods – these items do not require refrigeration to remain safe and do not require direct handling.
- No foods prepared in a private home or an unpermitted facility may be used.
- All food products must be individually wrapped or packaged to protect them from contamination.
- Wear disposable gloves when distributing food bags and beverage.

On-Site Handwashing

- HANDWASHING: A readily available supply of water from an approved source must be provided at all times to the event location for handwashing.
- A minimum of five gallons of water from an approved source must be kept at each site. This water must be stored in an approved covered container and poured from a dispensing spout for handwashing.
- Please see the diagram for the proper setup of a temporary handwashing station.





School Nutrition Programs and Emergency Feeding



NON-CONGREGATE SCHOOL NUTRITION DURING COVID-19 PANDEMIC

Curb side delivery
Bus drop off
Home delivery

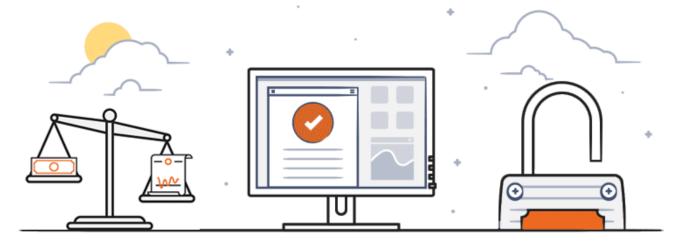
PROTECT STUDENT INFORMATION

- It is critical that schools protect the confidentiality of students and their households throughout this process.
- The National School Lunch Act (NSLA) and the Family Educational Rights and Privacy Act (FERPA) do not authorize release of household contact information for children without first obtaining the written consent of the child's parent or guardian.
- The school must be the entity that makes the first contact about meal delivery with the households of eligible children and must notify the household if contact information will be shared with an external organization, for example, a local non-profit that will provide meal delivery.
- Once the school receives written consent from the parent or guardian to release contact information, the schools may share the information with other organizations involved with meal delivery.
- The school must ensure data is handled appropriately at all times and by all organizations involved with meal delivery to safeguard household confidentiality.

FERPA Compliance



The Family Educational Rights and Privacy Act



FERPA is a federal law that protects the privacy of student records and applies to all schools that receive funds from the USDOE.

Types of Student Records:

- •Financial information
- Disciplinary files
- Student transcripts
- •Immunization & health records

To be compliant, schools can utilize a paperless system for storing student records.
School's funding is based on compliance.

BUS STOP DELIVERY

Meals delivered via bus to bus stops are determined by the Board of Education.

Materials needed:

- Packed breakfast and lunch meals
- Food safety flyers
- Table
- Gondola box (or similar)
- Sanitation bucket, hand sanitizer, disposable cloths, disinfectant cloths, disposable gloves and trash can with liners.
- The sanitation bucket must be wrapped in plastic wrap for travel.
- Two to three employees
- Clipboard with student reimbursement log documents.
- "Stop the Spread of Germs" printout (in plastic sign holder)
- Sign stating "Arriving by walking, biking or bus? LINE UP HERE. SIX FEET FROM TABLE AND SIX FEET FROM EACH OTHER" (in plastic sign holder).







BUS STOP DELIVERY PROCEDURE

- When the bus arrives, the bus driver will open the door.
- One employee will set up the table outside of the bus door.
- Table should be set up near the bus door.
- Remain behind the table and greet one family at a time.
- Remind people to stand in line six feet from each other and six feet from the end of the table.
- On the table, place the proper number of meals, milk and food safety flyer required to be picked up.
- Step back six feet away from the table.
- Request family come to table and pick up their food items.
- Once they have left, sanitize the table.
- Repeat this process for each family.
- One employee is responsible for sanitizing and another employee handles the food.











CURB SIDE DELIVERY

Materials needed:

- Packed breakfast and/or lunch
- Food safety flyers
- One folding table
- Sign stating "Arriving by walking, biking or bus? LINE UP HERE. SIX FEET FROM TABLE AND SIX FEET FROM EACH OTHER" (in plastic sign holder)
- A cart to move meals in case of passenger pick up when placement in trunk is not possible.
- Sanitation bucket, hand sanitizer, disposable cloths, disinfectant cloths, disposable gloves and trash can with liners.
- Clipboard with student reimbursement log documents.
- "Stop the Spread of Germs" printout (in plastic sign holder)

CURB SIDE DELIVERY - PROCEDURE

Procedure:

As a car approaches, signal for them to roll down their window.

Remain six feet way from the car.

Greet the passengers and find out the number of meals needed and log the count on the proper meal reporting paperwork.

Ask the driver to open up the trunk/back hatch of the vehicle (but have driver remain in the car).

Urge all passengers to remain in the vehicle to avoid as much contact as possible and to keep the line moving.

Have one employee open the trunk of the car while another employee places the meals and food safety flyer into the trunk of the vehicle.

- The employee who opened the trunk will also close the trunk, if the vehicle is not equipped with self closing mechanism.
- The employee who opens and closes the trunk should not touch the food, the containers the food are in or milk.
- If meals cannot be placed in the trunk, put the meals on the cart, wheel the cart up to the driver's window and step back. After stepping back, then the recipient can reach out the window to pick up the food from the cart.
- Sanitize the cart once the exchange is through.
- Wait for the next vehicle to approach then repeat.

GRAB AND GO SITE SAFETY

The stand equipment must be constructed of a material that allows easy cleaning/disinfecting.

Set up the site to require as little personal interaction as possible.

Reduce the number of items people will touch – have all food items prepackaged into one container.

Keep the required social distance between staff/volunteers and recipients.

Observe and follow 6-foot distance rule at all times even when distributing food.

Do not hold conversation during the "grab and go" transfer as COVID-19 is transmitted most often spread from person to person ... Through respiratory droplets produced when an infected person coughs or sneezes.













Walk-up Food Delivery Procedure

- Set up a table.
- Place signs "Arriving by walking, biking or bus? LINE UP HERE. SIX FEET FROM TABLE AND SIX FEET FROM EACH OTHER" (in plastic sign holder) on table.
- Place "Stop the Spread of Germs" printout (in plastic sign holder) on table.
- Ensure that anyone arriving by walking, biking or bus, keep a distance of SIX FEET from the table while waiting.
- If multiple families are in line, request that they maintain the six feet distance from the family in front of them.
- On the table, place the proper number of meals, milk and food safety flyer required to be picked up.
- Step back six feet away from the table.
- Request family come to table and pick up their food items.
- Once they have left, sanitize the table.
- Repeat this process for each family.
- One employee is responsible for sanitizing and another employee handles the food.

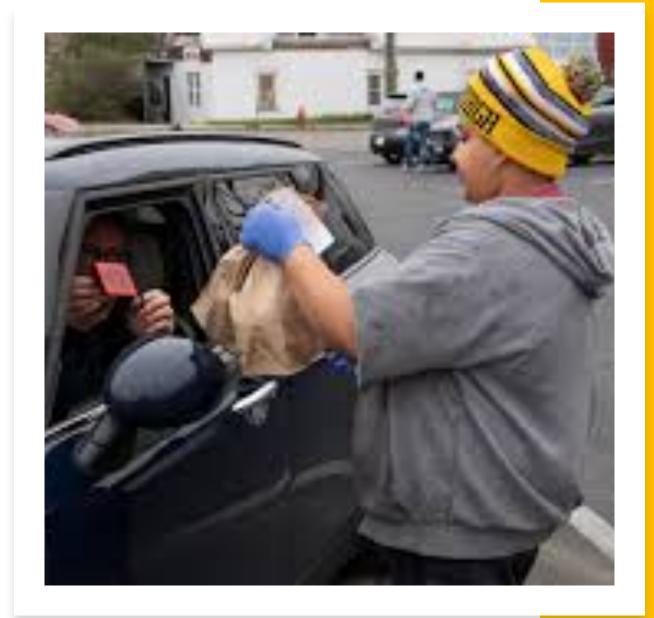
"GRAB AND GO" Protocol

Server should not reach into vehicle to hand over bagged food items.

Server should hold bagged items from the top of the bag (bag handles or the folded top of paper bag handles).

Recipient should reach arms outside of window and grab the bagged food from the bottom.

Avoid physical contact with any part of the vehicle or individuals receiving food items.



How to Remove Gloves

To protect yourself, use the following steps to take off gloves



Grasp the outside of one glove at the wrist. Do not touch your bare skin.



Peel the glove away from your body, pulling it inside out.



Hold the glove you just removed in your gloved hand.



Peel off the second glove by putting your fingers inside the glove at the top of your wrist.



Turn the second glove inside out while pulling it away from your body, leaving the first glove inside the second.



Dispose of the gloves safely. Do not reuse the gloves.



Clean your hands immediately after removing gloves.

HOW TO PROPERLY REMOVE SOILED/CONTAMINATED GLOVES

- If your gloves come into contact with anyone, properly remove your gloves, wash and sanitize your hands then put on new gloves.
- Change gloves frequently throughout service.

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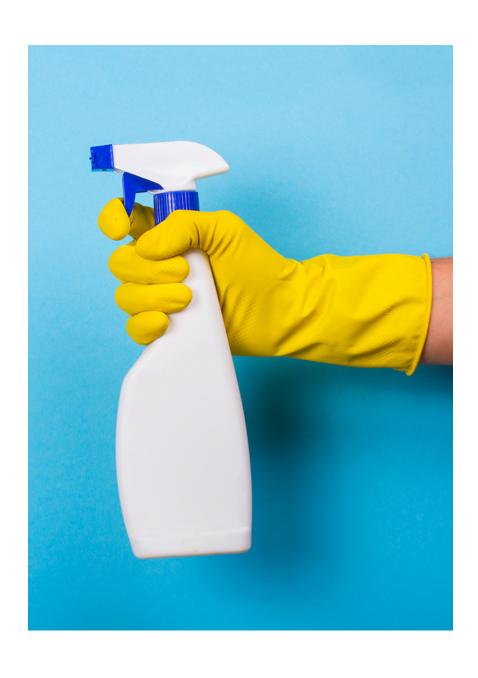
CLEANING AND SANITIZING

Current evidence suggests that the novel coronavirus may remain viable for hours to days on surfaces made from a variety of materials. Cleaning of visibly dirty surfaces followed by disinfection is a best practice measure for prevention of COVID-19 and other viral respiratory illnesses in households and community settings.

SANITIZER

- An approved sanitizer and test kit must be on the site and used in the above manner at all times.
- Bleach, which should be readily available, can be mixed with water and used for sanitizing dishes.
- For disinfecting surfaces around the premises, the solution must be mixed to 200 ppm and must remain on surfaces for a minimum of 5 minutes before wiping. This includes surfaces such as door handles, tables or other high-touch surfaces.
- Regularly sanitize these high-touch areas throughout the time the establishment is operating.





SURFACE CLEANING

- Current evidence suggests that novel coronavirus may remain viable for hours to days on surfaces made from a variety of materials.
- Cleaning of visibly dirty surfaces followed by disinfection is a best practice measure for prevention of COVID-19 and other viral respiratory illnesses in households and community settings.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.



CLEANING & DISINFECTING TIPS

COVID-19 is primarily spread through close contact but it can also be spread by touching a surface with the virus on it. As we learn more about how long COVID-19 can survive on surfaces, it's important to properly clean and disinfect frequently touched surfaces everyday.

Know the Difference



Disinfecting kills germs and viruses on surfaces & objects

Follow these tips to help fight the spread of coronavirus in the community!



Rear

Always read the labels first. Not all products are the same. Follow the directions about how long to keep surfaces wet, what surfaces they can be used on, and safety instructions, like wearing gloves.



Clea

Clean before you disinfect! Disinfectants will not be effective if the surface is dirty. Use soap and water or detergent to remove visible dirt and grime.



Disinfect

Apply an EPA registered disinfectant designed to kill pathogens, including COVID-19. You probably have some of these products at home already.

For a list of Coronavirus fighting products visit: http://bit.ly/EPAdisinfectants

DONT FORGET TO DISINFECT...















CLEAN

CLEANING AND SANITIZING PROTOCOL

- CLEANING AND SANITIZING EQUIPMENT: We strongly recommend the
 use of disposable utensils. If this is not possible for all items, adequate
 facilities must be set up for cleaning and sanitizing food contact surfaces
 such as utensils, cutting boards, knives, etc. Three containers of adequate
 volume must be utilized in the following manner:
- 1) wash with hot, soapy water; 2) rinse with clean water; 3) sanitize with approved sanitizer mixed with water to proper concentration. Any other chemicals used for sanitizing food contact surfaces must be approved for this use not all chemicals can be used on food contact surfaces safely! Read the label to determine the allowed use and proper contact time.

CLEANING FOR HEALTH & SAFETY

We follow state guidelines to disinfect schools and buses and prevent the spread of viruses.



DISINFECT TOUCHPOINTS

We clean areas students and staff frequently touch: handrails, doorknobs, bathroom fixtures and more.

FREQUENT CLEANING

We always clean touchpoints day and night. We've added extra daytime cleanings.





SAFE CLEANING PRODUCTS

We use EPA-certified green disinfectants proven to kill bacteria and viruses.

DISINFECT BUSES

We disinfect buses regularly.







SANITIZING SCHOOL BUSSES AND VEHICLES USED FOR FOOD TRANSPORT

- At this time there are no recommendations by CDC or OSHA for special procedures for buses other than routine cleaning, similar to what is done inside school buildings.
- Even though contact with infected surfaces is not thought to spread the virus, there is merit in implementing routine cleaning of the objects and surfaces in buses that are often touched.

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