# COVID-19 PREVENTION PLAN

Revised September 13, 2021

District Office Employees and Visitors

COLTON-REDLANDS-YUCAIPA REGIONAL OCCUPATIONAL PROGRAM

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# INTRODUCTION

CRY-ROP recognizes the importance of health and safety for employees, students, and visitors to the District Office. This Plan comprises 3 general components to reduce and protect against potential infection of COVID-19.

1. Workplace Modifications (engineering controls) will layout physical changes to the workplace environment.

2. Protocols (administrative controls) will outline practices and procedures.

3. Protective Equipment (PPE) will describe using PPE for workplace situations.

The Superintendent, Human Resources Department, Management Team, and Safety Coordinator are responsible for overseeing implementation and monitoring of this plan.

## Off-Campus Personnel

This district safety plan does not supersede or replace plans implemented by CRY-ROP Partner Districts or campuses. Employees based on Partner District campuses or locations other than the CRY-ROP district main site should follow the guidelines and protocols set by their respective district and campus.

# WORKPLACE MODIFICATIONS

*Employee Workstations* – Where possible, provide 6 feet of separation between employee workstations.

*Reception Areas, Boardroom, and Conference Rooms* – Occupancy will be based on square footage and State Guidelines. Where possible, arrange seating at least 6 feet apart.

*Classrooms and Testing Center* – Whenever possible, adjust seating strategically to meet the 6-feet social distancing requirement.

*Interior Doors* – Wherever possible, prop interior doors open to reduce door handle touching.

*PPE Stations* – Place PPE stations at common exterior entries and/or department entries. Supplies to include nitrile gloves, disposable masks, and hand sanitizer.

*Sanitizing Stations* – Place sanitizer dispensers in common areas. Use touch-free dispensers when possible, but do not forgo placement of hand pump sanitizers if that is what is available.

*Information Posting* – Place informational signage in highly visible locations and common areas.

*Special Accommodations* - CRY-ROP recognizes there may be members of our staff with elevated risk factors such as heart disease, diabetes, lung diseases, and others. Personnel with concerns relating to their particular risk factors should contact Human Resources to discuss options for additional precautions CRY-ROP can take to insure the safest working environment possible.

*Telecommuting* – Based on current guidelines, CRY-ROP has ceased telecommuting options for staff at this time.

# PROTOCOLS

Simple and consistent hygiene is a great deterrence to exposure for all personnel.

*Handwashing* – Wash hands before and after handling any office materials or equipment, breakroom supplies, or using the restroom.



*Hand Sanitizing* – If handwashing is not reasonably possible, use hand sanitizers as an alternative.

*Cleaning/Sanitizing/Disinfection* – Nightly janitorial service includes touch surface disinfection of door handles, restroom areas, common areas, and workstation surfaces with a disinfectant solution approved on the EPA *List N: Disinfectants for Use Against SARS-CoV-2*. The selected cleaner is Hydrogen Peroxide based and listed as an asthma-safer disinfectant. Personnel should keep desktops clear at the end of the day to assist with disinfection procedures. Facilities will monitor this disinfection to insure a sufficient job.



*Touch Surfaces* – Throughout the day, personnel should clean frequently used work surfaces such as keyboards, mice, chair arms, etc. with disinfecting wipes provided in each area. Wipe common work surfaces before and after each use, whenever possible. Facilities will routinely clean shared work surfaces such as printer controls, restroom door handles, and breakroom surfaces and wipe down touch surfaces in CRY-ROP vehicles before and after each use.

**Generally** – CDC is not recommending social distancing at this time, however to mitigate exposure whenever possible, distance yourself from others and respect personal space. Wear a mask when walking through common areas, regardless if you have been vaccinated.



*Carpools* – Avoid carpooling when possible. When driving together, we recommend wearing a face covering the entire time.

*Office Meetings* – Whenever possible, meetings between employees should occur remotely via phone, video conferencing, etc. In circumstances where a remote meeting is not possible:

- Implement social distancing where possible.

- Avoid high numbers of attendees when possible.

- CRY-ROP recommends attendees wear face coverings.

*Deliveries* – Personnel meeting deliveries should maintain social distancing when possible. Wear facecoverings and gloves when interacting with drivers and packages. Wash or sanitize hands before and after any interaction.

*Workstation usage* – Personnel should only use their designated workstation and refrain from touching another employee's workstation items like keyboards, mice, monitors, etc. If it is necessary to use another employee's workstation, clean all touch surfaces with disinfecting wipes before and after use.

*Supplies Usage* – Avoiding sharing office supplies such as staplers, pens/pencils, tape, etc.

*Common Area Usage* – Personnel using common areas such as hallways, breakroom, restrooms, Duplication room, and meeting rooms should wear face coverings. Wash/sanitize hands before and after touching anything in the common areas. Wearing gloves is optional.

## Vaccinations

Vaccination against COVID-19 is the most effective means of preventing infection with the COVID-19 virus, and subsequent transmission and outbreaks (California Department of Public Health, 2021). There are multiple resources available to receive vaccinations, including the following:

- Kaiser Permanente: https://healthy.kaiserpermanente.org/southern-california/health-wellness/coronavirus-information/vaccine-appointments#check
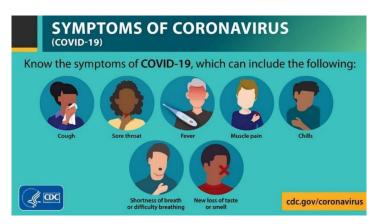
- County sites: https://sbcovid19.com/vaccine/

Per the Cal-OSHA *Emergency Temporary Standard 3205* and California Department of Public Health*, Vaccine Verification for Workers in Schools*, CRY-ROP will implement the following requirements relating to vaccination against COVID-19:

- All CRY-ROP Employees must show proof of full vaccination by October 15, 2021 or they must be tested once a week. The deadline to submit proof of full vaccination is September 15 by 12PM, otherwise the employee will be scheduled for weekly testing starting October 18, 2021.

- All unvaccinated employees must continue to wear a mask at all times while at work

See the resource page at the end of this Plan for links to further information.

## Employees and Visitors to the CRY-ROP Campus

*Self-Monitoring* – Before coming to work, CRY-ROP personnel should insure they are not experiencing any COVID-19 related symptoms. These include fever, cough, and shortness of breath. If any of these symptoms appear, the employee should stay home. The CDC provides an online self-check tool if anyone is unsure of symptoms.
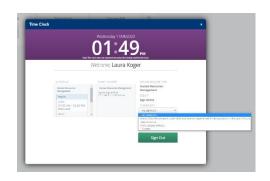


**SYMPTOMS OF CORONAVIRUS (COVID-19)**
Know the symptoms of **COVID-19**, which can include the following: Cough, Sore throat, Fever, Muscle pain, Chills, Shortness of breath or difficulty breathing, New loss of taste or smell — cdc.gov/coronavirus

*CDC Screening Tool:* https://www.cdc.gov/coronavirus/2019-ncov/index.html

A person that has tested positive with COVID-19 should stay home until cleared by a doctor to return to work. Check with Human Resources for more detail.

If an employee recognizes they are developing COVID-19 symptoms, they should notify their manager immediately. CRY-ROP will enact disinfection protocols for the areas entered or contacted by the affected employee (See *Exposure Control Protocols* section below).

*Active Monitoring* – CRY-ROP will screen all incoming employees and visitors for COVID-19 symptoms, including taking touchless temperature measurements and asking screening questions.

Employees use the comment function in Frontline to confirm a "no" response to all screening questions. A "yes" answer to the symptoms/exposure question or confirmation of a temperature above 100.4 degrees prohibits the employee from working on campus.

Visitors Screening responses are recorded through the Raptor Visitor Management System. CRY-ROP requires all visitors to provide an email address and/or phone number, for contact tracing purposes. This includes vendors, partners, clients, students, and testers.

If any employee notices another employee or visitor displaying symptoms consistent with COVID-19, such as those in the graphic below, they should report the concern to their manager or Human Resources. CRY-ROP will act with sensitivity and discretion while investigating any concern.

## Exposure Control Protocols

CRY-ROP adheres to CDC, State, and County guidelines for exposure response. Below is a summary of this response:

If an employee or visitor displays symptoms resembling COVID-19, CRY-ROP Management will take steps to prevent further exposure to personnel onsite:

- The symptomatic person will be isolated from further employee interaction.

- Visitors will leave the site immediately to prevent further employee exposure.

- Employees will move to a secluded space away from other employees to avoid potential exposure. CRY-ROP personnel, with proper PPE, will gather any personal belongings the employee requires and the employee will leave the site.

- Proactively, CRY-ROP will review and disinfect areas of potential exposure. CRY-ROP may close a portion or all of the district campus for a duration sufficient to disinfect it. This may include the use of CRY-ROP personnel in proper PPE using approved disinfectants or use of janitorial services. Employees may return to the disinfected areas once the prescribed treatment is complete.

- Human Resources will investigate the exposure to determine next steps, including requesting the employee/visitor be tested for COVID-19, when appropriate.

- For verified exposures, CRY-ROP will follow the processes outlined in San Bernardino County's *Guidance For Employers And The Community Regarding Covid-19 Infection And Exposure:*

https://wp.sbcounty.gov/wp-content/uploads/sites/41/2020/07/Guidance-for-Employers-and-the-Community-Regarding-COVID-19-Infection-and-Exposure.pdf

## Exposure Summary Questions

**WHAT IS AN EXPOSURE?**
According to the CDC, exposure occurs:
- When you are in close contact with an individual who has tested positive for COVID-19. "Close Contact" is defined as closer than 6ft for a cumulative 15 minutes within a 24-hour period
- When a person tests positive for COVID-19, the incubation period starts two days before symptoms or the day of the positive test result, whichever comes first
- You are considered exposed wearing OR not wearing a mask when you were exposed

**WHEN AND IF DO I QUARANTINE AFTER I'M EXPOSED?**
If any symptoms develop during a quarantine period, the exposed person must immediately isolate, get tested and contact their healthcare provider with any questions regarding their care.
When Vaccinated:
- People who are fully vaccinated do not need to quarantine after contact with someone who had COVID-19 unless they have symptoms
- Fully vaccinated people should get tested 3-5 days after their exposure, even if they don't have symptoms
- After exposure, a mask should be worn while indoors until a negative test result is received

**When NOT Vaccinated:**
When both parties were wearing a mask, unvaccinated staff may undergo a modified quarantine as follows, if they meet all of the following:
- Are asymptomatic
- Continue to appropriately mask, as required
- Undergo at least twice weekly testing during the 10-day quarantine
- Continue to quarantine for all outside activities within the community setting

**When either parties were NOT wearing a mask, unvaccinated staff must undergo quarantine as follows:**
- Employee must stay home and quarantine
- Quarantine can end after day 10 from the date of last exposure without testing
- Quarantine can end after day 7 if a negative test result is received

## COVID-19 Testing Availability

Employees have several options to obtain COVID-19 testing after a potential exposure or outbreak event.

1) Kaiser Permanente – Testing is available at no cost to Kaiser members. See this link to request a test and review Kaiser's FAQ about testing: https://healthy.kaiserpermanente.org/southern-california/health-wellness/coronavirus- information/testing

2) Community testing sites – There are multiple testing sites available in the region. See the link below for locations and to make an appointment: https://sbcovid19.com/testing-sites/

   Testing is currently free through these sites and only requires online registration to receive results.

## COVID-19 Site Inspections

On a bi-weekly basis, CRY-ROP will conduct and document inspections to identify, evaluate, and correct COVID-19 hazards. Inspections will also occur if an employee identifies an area of concern.

## CRY-ROP Related Leaves/Absences

2021 COVID-19 SUPPLEMENTAL PAID SICK LEAVE Effective March 29,2021

For more information, click here:

Effective January 1, 2021 through September 30, 2021, CRY-ROP has extended leave provisions for employees who are unable to report to work for the specified reason related to the COVID-19 pandemic. To request the listed leave under this provision, employees must contact Human Resources Department via email, humanresources@cry-rop.org.

## Training

All employees should receive documented training and/or instructional material on:

- COVID-19 symptoms

- Proper techniques for handwashing

- Use of PPE gear, including putting on, fitting, removing, and disposal.

- Whom to contact when you are feeling ill or believe someone is displaying symptoms

- Exposure control processes – How we respond when a suspected exposure occurs

- Leaves/absences related to COVID-19

Training may be held virtually, on an individual basis using Target Solutions or similar platform, or in-person when necessary, observing proper physically distancing measures.

# PROTECTIVE EQUIPMENT

Good hygiene practices in conjunction with social distancing is the most effective method to fight exposureto COVID-19, but some circumstances prevent application of these methods properly. To address those circumstances, the last line of defense is Personal Protective Equipment (PPE). While not meant as a substitute for socially distancing or handwashing, when PPE is properly used, it can make a difference in mitigating exposure.
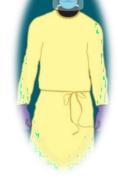
**Masks** – Medical masks, such as N95 or surgical masks, can filter some viruses when properly used. Masks should cover the nose and mouth with a snug fit around the face. During Pandemic events, use these types of masks sparingly to allow first responders better access to them. Proper N95 and respirator mask fit must be conducted by trained personnel.

**Face Coverings** – While they do not filter viruses, cloth face coverings capture or reduce velocity of exhaled moisture droplets, which helps reduce potential exposure when coupled with proper social distancing.

**Gloves** – While handwashing is the most effective method for keeping hands free ofviruses, gloves provide a barrier between potentially infectious materials and the wearer. Use gloves when repeated touching of potential infectious items is unavoidable. Improper use of gloves will provide a false sense of hygiene and provide little benefit

**Barriers** – Physical barriers, such as clear vinyl, Plexiglass, or acrylic screens placed at reception areas will reduce exposure to potentially infected individuals and allow good communication between staff and visitors

**Disinfection PPE** – In certain circumstances, such as disinfection after an exposure event, more complete PPE may be required, including coveralls, face shields, gloves, masks, or a combination of these items. Only personnel responsible for disinfection or interaction with an identified exposure risk will make use of these items. Improper use of PPE items does not protect the user from exposure.

## Requesting PPE

Facilities will routinely check PPE supplies at department stations throughout CRY-ROP and will restock them when necessary. If an employee notices the station supplies (disposable masks, gloves, sanitizer, or wipes) are low, or they require personal workstation items such as sanitizer or wipes, or they request further modification to work areas, such as additional distancing and barriers, they can submit a request through the Work Order system (*"Facilities – Move Equipment or Furniture"*), or contact Ryan Birk at extension 309, or Roman Moreno at extension 602 for immediate assistance. CRY-ROP will assess additional modifications on a case by case basis.

## Prevention Plan Practices Summary

- Stay home if you are sick, except to get medical care.
- Practice social distancing by maintaining a distance of approximately 6 feet from others when possible.
- Frequently wash hands with soap and water for at least 20 seconds.
    - Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Place used tissues in a waste basket.
- Clean and disinfect frequently touched objects and surfaces, such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Avoid close contact with people who are sick.
- Pursuant to CDC recommendations, wear facial coverings and masks to help prevent the spread of the disease to others; wash or change your mask daily.
- Notify your supervisor if you experience symptoms of acute respiratory illness (i.e., cough, shortness of breath, fever of 100.4°F or higher) so you can be separated from other employees and be sent home immediately.

# CLOSING

CRY-ROP developed this Prevention Plan in our effort to reduce transmission of COVID-19 and to protect everyone within the ROP community. This is guidance based on current information about the coronavirus disease (COVID-19) as provided by the Centers for Disease Control and Prevention (CDC), The California Department of Public Health (CDPH), Cal-OSHA, and The County of San Bernardino. These organizations will update their guidance as additional information becomes available and CRY-ROP will adjust this Plan when necessary to comply with that updated guidance.

Thank you for your understanding, cooperation, and help in preventing the spread of COVID-19. CRY-ROP's leadership is committed to providing the best work environment possible for all staff and students and we will continue to monitor the CDC, CDPH, and County of San Bernardino for updates.

# REFERENCES

*California Department of Education. (2021, May). Stronger Together. Retrieved from cde.ca.gov:*
https://www.cde.ca.gov/ls/he/hn/documents/strongertogether.pdf

*California Department of Industrial Relations. (2021, June 17). COVID-19 Prevention Emergency Temporary Standards - Fact Sheets, Model Written Program and Other Resources. Retrieved from dir.ca.gov:*
https://www.dir.ca.gov/dosh/coronavirus/ETS.html

*California Department of Public Health. (2021, September 1). COVID-19 Public Health Guidance for K-12 Schools in California, 2021-22 School Year. Retrieved from cdph.ca.gov:* https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/K-12-Guidance-2021-22-School-Year.aspx

*California Department of Public Health. (2021, August 23). Requirement for Universal Masking Indoors at K-12 Schools. Retrieved from cdph.ca.gov:* https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Requirement-for-Universal-Masking-Indoors-at-K-12-Schools.aspx

*California Department of Public Health. (2021, August 11). State Public Health Officer Order of August 11, 2021. Retrieved from cdph.ca.gov:* https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Order-of-the-State-Public-Health-Officer-Vaccine-Verification-for-Workers-in-Schools.aspx

*County of San Bernardino. (2020, May 22). SAN BERNARDINO COUNTY READINESS. Retrieved from sbcounty.gov:* http://www.sbcounty.gov/Uploads/CAO/Feature/Content/San_Bernardino_County_Readiness_and_Reopening_Plan_-_FINAL_Update_5-22-20.pdf

*Department of Industrial Relations. (2021, March 29). 2021 COVID-19 Supplemental Paid Sick Leave. Retrieved from dir.ca.gov:* https://www.dir.ca.gov/dlse/2021-COVID-19-Supplemental-Paid-Sick-Leave.pdf

*San Bernardino County. (2020, DECEMBER 17). sbcounty.gov. Retrieved from Guidance for Employeers and the Community Regarding COVID-19 Infection and Exposure:* https://wp.sbcounty.gov/wp-content/uploads/sites/41/2020/07/Guidance-for-Employers-and-the-Community-Regarding-COVID-19-Infection-and-Exposure.pdf

*San Bernardino County. (2021, August). Return-Safe-Return-Strong-Resource-Guide_SBC-Schools_August-2021.pdf. Retrieved from sbcovid19.com:* https://sbcovid19.com/wp-content/uploads/sites/41/2021/08/Return-Safe-Return-Strong-Resource-Guide_SBC-Schools_August-2021.pdf

# OTHER RESOURCES

*CDC Screening Tool:* https://www.cdc.gov/coronavirus/2019-ncov/index.html

*CRY-ROP Health Questionnaire:* http://bit.ly/CRYROP2020

*California Dept. of Education - Stronger Together* https://www.cde.ca.gov/ls/he/hn/documents/strongertogether.pdf

Kaiser Permanente COVID-19 Testing Information: https://healthy.kaiserpermanente.org/southern-california/health-wellness/coronavirus-information/testing

Community COVID-19 Testing Information: https://sbcovid19.com/testing-sites/

## ANNUAL AGREEMENT TO FOLLOW COVID-19 MODIFICATION GUIDELINES

It is crucial that all CRY-ROP staff agree to follow COVID-19 protocols for the safety and health of themselves and members of their organization. Please review and sign this form, and return it to your manager. A copy of this signed agreement will also be kept at CRY-ROP Human Resources. This agreement will be renewed annually for as long as it may be necessary.

I,_____, agree to follow the guidelines and protocols below while on site:

1. I will follow COVID-19 protocols at CRY-ROP partner district sites for checking in every day and I will follow COVID-19 protocol at the CRY-ROP administrative site for building entry.
2. I understand that custodial services and disinfection will be completed every weekday evening. If custodial services are necessary, I will submit a Work Order.
3. I will abide by all COVID-19 protocols while on site:
    - I understand that my temperature will be taken when I arrive, and I will be sent home in the case my temperature exceeds 100.4 degrees Fahrenheit.
    - I will inform my site administrator in the event I begin to exhibit symptoms of COVID-19 (fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headaches, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea), or have close contact with someone known to have COVID-19 and will self-quarantine for the prescribe length of time.
    - I will wash my hands for 20 seconds before entering my common areas, after eating, before visiting any other areas on site, and after using the restroom.
    - I will wear a mask when entering the site, when travelling around the site, and when someone enters my office or workstation area. If I am unvaccinated, I will wear my mask at all times while I am at work.
4. I will wear my mask regardless of vaccination status when students, participants, and visitors are present.


_____          _____          _____
Signature                                     School Site                                     Date