



COVID-19 PREPAREDNESS SAFETY PLAN for the ADULT TRAINING PROGRAMS & EMPLOYMENT SERVICES

The Colton-Redlands-Yucaipa ROP (CRY-ROP) staff is committed to providing a safe and healthy classroom and worksite for the adult training and employment program participants. The goal is to mitigate the potential for transmission of COVID-19 in our classrooms and worksites. This plan shall establish and explain the policies, practices, and conditions the CRY-ROP staff, participants and businesses will implement at a minimum to meet the industry guidance for businesses based on the Centers for Disease Control (CDC) and State & County Department of Health, Federal Occupational Safety & Health Administration and U.S. Department of Labor Relations guidelines. The objective of this plan is to reduce and protect against potential infection of COVID-19 and to keep those we serve healthy and protected from COVID-19 and other related sickness.

This Plan comprises 4 general areas:

1. Basic information as related to COVID-19
2. Health & Safety Protocol Plan
3. Protocols outlining Practices and Procedures.
4. Personal Protective Equipment (PPE)

The Director of Student Services, Teachers, Employment Placement Specialists I & II (EPS), and Safety Coordinator are responsible for overseeing implementation and monitoring of this plan. Only through this cooperative effort can we establish and attempt to maintain the safety and health of all persons at worksites and within our training, employment programs and other services.

Basic Information as Related to COVID-19

Coronavirus is a respiratory disease caused by the SARS-CoV-2 virus. To reduce the impact of COVID-19, CRY-ROP staff, participants and worksite supervisors should prepare themselves and workers in advance. The Occupational Safety & Health Administration (OSHA) has provided guidance for worksites and recommends employers to focus on the need for infection control and to promote industrial hygiene practices.

Infection can cause illness ranging from mild to severe and, in some cases, can be fatal. Symptoms typically include fever, cough, and shortness of breath. Some people infected with the virus have reported experiencing other non-respiratory symptoms such as congested or runny nose, nausea or vomiting, lack of ability to taste, and diarrhea. Some people can be infected with the virus and show no symptoms at all. According to the CDC, symptoms may appear in as few as 2 days or along as 14 days after exposure. The virus can be spread between people and is thought to spread from person-to-person through the respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths and/or noses of people who are nearby to be possibly inhaled into the lungs.

It may be possible that a person can contract 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, but this is not thought to be the primary way the virus spreads.

People are believed to be most contagious when they are symptomatic (i.e. experiencing fever, cough, and/or shortness of breath). Some spread might be possible before people shows symptoms. The CDC website provides the latest information about COVID-19 transmission: www.cdc.gov/coronavirus/2019-ncov/about/transmission.html.

Participants should be informed and trained to conduct self-monitoring for signs and symptoms of COVID-19. If they show signs and symptoms of COVID-19 then they should be sent home and self-quarantine immediately. Testing is recommended to determine if the person is COVID-19 positive and should seek the recommendations of a qualified medical staff to follow all instructions and timelines given.

Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

Seek medical care immediately if someone has emergency warning signs of COVID-19.

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your healthcare provider for any other symptoms that are severe or concerning to you.



cdc.gov/coronavirus

3/14/21-4 4/21/21/2021

CORONAVIRUS, COLD, OR FLU?

CORONAVIRUS

FEVER
 DRY COUGH
 NOTICEABLE SHORTNESS OF BREATH
 SYMPTOMS APPEAR 2-14 DAYS AFTER EXPOSURE

FLU

HIGH FEVER (OVER 100.5)
 EXTREME EXHAUSTION
 MUSCLE OR BODY ACHES
 DRY COUGH
 CHILLS
 STUFFY NOSE
 HEADACHES
 POSSIBLE VOMITING OR DIARRHEA (MORE COMMON IN CHILDREN)

COLD

SORE OR SCRATCHY THROAT
 COUGH
 RUNNY NOSE
 STUFFY NOSE
 MILD FEVER, IF ANY

COVID-19 Safety Plan (CSP) & Cal/OSHA COVID-19 Prevention Plan (CPP)

As of December 1, 2020 Cal/OSHA's Emergency Standards requiring employers to protect workers from hazards related to COVID-19 went into effect. The regulations require that employers establish and implement a written Cal/OSHA COVID-19 Prevention Plan (CPP) to address COVID-19 health hazards, correct unsafe or unhealthy conditions and to provide face coverings. CRY-ROP has developed both the COVID-19 Safety Plan (CSP) & Cal/OSHA COVID-19 Prevention Plan (CPP). Employers who are providing a worksite experience for CRY-ROP participants will be asked to review their plans with participants upon the beginning of their worksite training experience.

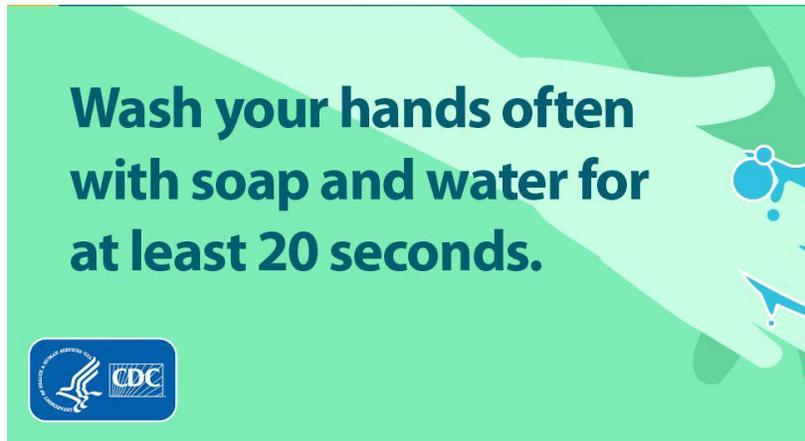
Health & Safety Protocol Plan

1. CRY-ROP staff will provide adult training and employment program participants an orientation training to include the following topics:
 - a. What is COVID-19 and how it is spread
 - b. Signs & Symptoms of COVID-19
 - c. Importance of washing hands and following safety protocols such as wearing a mask, conducting self-health checks, testing processes and other related information in an effort to provide a safe experience for the participant.
 - d. Physical distance guidelines
2. It is recommended employers and worksites use signs, tape marks, or other visual cues on the floor or posted at eye level to indicate where to stand when physical barriers are not possible. Social distancing should be enforced.
3. Whenever possible, instruction will maintain a blended model, when possible, that distributes educational time between in-person learning and distance learning. Training provided to employment program participants will be conducted in small groups not to exceed 8-10 persons or will be delivered through distance learning.
4. Clear protocols for communicating with participants and staff who have come into close/sustained contact with confirmed cases.
5. Participants should limit sharing tools and supplies as much as possible. If any sharing is done then the tool or supply should go through a thorough sanitation process prior to its use by another participant.
6. If a positive case is reported, all parties will consult and seek guidance from the local county health department.
7. Temperature checks and health screenings will be conducted each time the participant arrives to the training or worksite.
8. All participants and staff will use proper techniques of hand washing.
9. The participant must follow all instructions and guidelines as set by the worksite.
10. If a participant has any symptoms of sickness they should immediately contact their EPS, teacher and the worksite supervisor to call off for the day.
11. Participants should report any positive cases to their EPS or teacher or report directly to the Director of Student Services at (909) 809-6035 (cell number) who is available during all worksite shifts.

12. Develop routine schedules to clean and disinfect common surfaces and objects in the training and worksite environments.
13. Personal Protective Equipment (PPE) will be available to all participants. If the worksite is not able to provide PPE, CRY-ROP's programs will provide the PPE.

Protocols Outlining Practices and Procedures

Handwashing – Wash hands after handling any office materials or equipment, breakroom supplies, using the restroom, after close contact with others, after using shared surfaces or tools, after blowing nose, coughing, and sneezing and before and after eating or preparing foods.



Sanitizing – If handwashing is not reasonably possible, use hand sanitizer as an alternative.

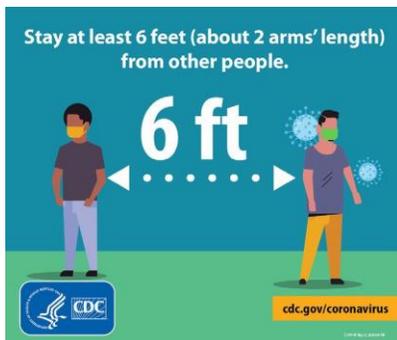
Cleaning –Janitorial services should include more complete touch surface disinfection of door handles, restroom areas, common areas, and workstation surfaces.

Touch Surfaces – Frequently wipe common work surfaces.



Workstation Usage –Work stations should not be shared amongst multiple people. If it is necessary to use another person's workstation, clean all touch surfaces with disinfecting wipes before and after use.

Social Distancing-



Common Area Usage – Staff & participants using common areas such as the breakroom, restrooms, and meeting rooms should wear face coverings. Wearing gloves is optional.

Carpools – When driving together, wear a face covering the entire time

Deliveries – Staff or participants meeting deliveries should maintain 6-foot physical distancing when possible and wear face coverings & gloves when interacting with drivers and packages.

Passive and Active Monitoring

Self-Monitoring – Before arriving to training or to the worksite, participants should ensure they are not experiencing any COVID-19 related symptoms. The CDC provides an online self-check tool if anyone is unsure of symptoms.

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

If a participant recognizes they are developing COVID-19 symptoms or recognizes symptoms in someone else at the training or worksite, they should notify their teacher or worksite supervisor immediately.

Active-Monitoring –CRY-ROP staff or worksite supervisor may check incoming staff or participants for COVID-19 symptoms, including asking screening questions and taking touchless temperature readings as people enter training or the worksite.

Any person experiencing the symptoms mentioned above should stay home.

Any participant having close contact with a person diagnosed with COVID-19 should isolate for 10 days, or until they can provide a negative COVID-19 test result.

Any participant diagnosed with COVID-19 should isolate for 10 days from onset of symptoms and be free of fever for at least 24hours without the use of fever-reducing medication.

All positive test results have to be reported to CRY-ROP staff and the worksite supervisor.

If positive, the participant must return with a negative test result, or doctor's recommendation to return to training or work.

If a staff or participant indicates they have COVID-19 or if they are displaying symptoms resembling COVID-19, CRY-ROP staff or the worksite should take steps to prevent further exposure to people onsite.

- Step 1 – **ISOLATE**
- Step 2 – **INVESTIGATE**
- Step 3 – **NOTIFY**
- Step 4 – **DISINFECT**

Training

All training and employment program participants will receive documented training on:

1. COVID-19 symptoms
2. Proper techniques for handwashing
3. Methods for putting on and taking off PPE
4. Whom to contact when you are feeling ill or believe someone is displaying symptoms

The training for all participants will include the following:

1. Completion of Target Solutions on-line training titled: “Coronavirus 101-What You Need to Know”
2. Information where to find this plan on our website, in the notebook at their job site and will be given a copy.
3. Review and sign-off of CRY-ROP’s COVID-19 Preparedness Safety Plan for the Adult Training Programs and Employment Services

Protective Equipment

Good hygiene practices in conjunction with physical distancing is the most effective method to fight exposure to 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 physically distancing or handwashing, when PPE is properly used, it can make a difference in mitigating exposure.



Masks – Masks should cover the nose and mouth with a snug fit around the face.

Face Coverings – Cloth face coverings reduce the velocity and captures moisture of exhaled breath, which helps reduce potential exposure when coupled with proper physical distancing.

Gloves – While handwashing is the most effective method for keep hands free of viruses, 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 can reduce exposure to potentially infected individuals and allow good communication between people.

Closing

CRY-ROP staff developed this Adult Training & Employment Program Safety Plan in an effort to reduce transmission of the coronavirus and to protect everyone within the CRY-ROP community and partnering worksites. 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), 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 and all illnesses. CRY-ROP’s leadership is committed to providing the best work environment possible for all staff, participants and partnering worksites and we will continue to monitor the CDC, CDPH, and County of San Bernardino for updates.

References & Resources

Centers for Disease Control and Prevention (CDC): [cdc.gov](https://www.cdc.gov)
Federal Resources go to [Coronavirus.gov](https://www.cdc.gov/coronavirus)

Occupational Safety & Health Act (OSHA): www.osha.gov or 1 800 321-6742

San Bernardino County Department of Public Health: [wp.sbcounty.gov](https://www.wp.sbcounty.gov) or 1 800 722-4777
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