



**Subsidized Employment Program at CRY-ROP**

# **PARTICIPANT HANDBOOK**



Funding for this program is provided through the partnership of San Bernardino County Transitional Assistance Dept. and San Bernardino County Workforce Development Board



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## **IMPORTANT CONTACT INFORMATION**

### **Victoria Orozco, Employment Placement Specialist**

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Office: (909) 793-3115, extension 514

Cell: (909) 809-4408

### **Your Worksite Information**

Worksite Placement: \_\_\_\_\_

Supervisor Name & Title: \_\_\_\_\_

Supervisor Email: \_\_\_\_\_

Supervisor Phone: \_\_\_\_\_

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### **Employment Programs Office:**

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## **Welcome to the CalWORKS Subsidized Employment Program at Colton-Redlands-Yucaipa ROP**

CalWORKS Subsidized Employment Program (CSEP) at Colton-Redlands-Yucaipa ROP is a federally-funded employment program designed for adults 25 and older. CSEP provides participants subsidized employment, including job development, work-readiness training, and employment placement services. Participants will be placed into worksites to assist them in gaining the skills necessary to obtain and retain permanent unsubsidized employment. The goal of this program is that participants will be hired at the end of the period of subsidized employment.

This handbook provides important information and guidelines of the benefits, expectations, policies and procedures for your program. Wages for this program are paid by Colton Redlands Yucaipa ROP (CRY-ROP) using Transitional Assistance Department (TAD) funds – CRY-ROP is your employer of record. The Special Projects Manager and your Employment Placement Specialist (EPS) approve all job placements including the number of hours worked per week and length of each assignment – any changes in your work schedule must be arranged with your Employment Placement Specialist. The Worksite Supervisor cannot authorize changes in the number of hours you work in a week or the length of your placement at their worksite.

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*As your Employer, it is **very** important that CRY-ROP always have your current address and phone number on file.*

*Please advise your Employment Placement Specialist of **any changes** in your mailing address or phone number.*

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## **Participant Responsibilities**

You are responsible for showing up to work on time every day that you are scheduled to work.

You will sign in and out each day that you work to produce an accurate record of your work hours. A Daily Time/Attendance and Progress Report (time sheet) will be provided by your Employment Placement Specialist and will be available at your worksite for each pay period. Time sheets may not be filled in ahead of time – they are to be completed each day that you report to work.

Absences must be kept to a minimum as Worksite Supervisors and your co-workers depend on you being there to contribute to the day's work. If you are ill and cannot go to work, you must call (1) your Employment Placement Specialist **and** (2) the Worksite Supervisor at least two (2) hours before your shift starts so they can plan for your absence. If you know in advance that you will be absent, you must request the time off with your EPS **and** Worksite Supervisor **ahead of time**.

It is your responsibility to be sure the timesheet is complete (including the evaluation portion), is signed by you **and** the worksite supervisor, and is ready for pick up at your worksite by your Employment Placement Specialist on the 15<sup>th</sup> and last day of each month. Any errors on the timesheet must be corrected in an acceptable manner; if the timesheet is sent back by Payroll for unacceptable changes and/or corrections, your paycheck may be delayed.

Maintain a positive work attitude, show enthusiasm, and perform all duties assigned to the best of your ability. Show an interest in learning new skills and demonstrate a willingness to follow instructions. If you are unsure of how to accomplish a task, ask your Worksite Supervisor for more information or clarification of the task.

Personal appearance on the job is extremely important. Dress for the job – wear clothing suitable to the worksite and the work you perform. Your TAD worker and EPS can help you get the clothing or safety equipment needed for your placement.

## **Employment Placement Specialist Responsibilities**

Your Employment Placement Specialist is responsible for:

- Helping to identify an available job placement based on your interests and abilities
- Establishing a work schedule with you and the Worksite Supervisor.
- Visiting your worksite to see how you are doing.
- Meeting with you and your Worksite Supervisor periodically to discuss your work performance.
- Providing ongoing support while on the job.
- Collecting your time sheet on the due date, reviewing for accuracy and submitting to CRY-ROP Payroll Dept. for processing
- Distributing pay checks on payday.
- Assisting with any work or pay related issues that may arise during the placement.

## **Worksite Supervisor Responsibilities**

Your Worksite Supervisor is responsible for providing a work site orientation and helping you learn your job. He or she will give you work assignments, answer questions, and help you be successful at work. The Worksite Supervisor is also responsible for initialing and signing your time sheets.

The Worksite Supervisor will provide an evaluation of your work performance during each pay period and an overall performance evaluation at the end of your work experience placement. You will get a copy of the evaluation and it will also be kept in your file. Good evaluations are important and can be used to document your job skills and abilities when you are applying for other jobs in the future.

During your placement, your Employment Placement Specialist will check with you and your Worksite Supervisor about attendance, attitude, and performance on the job. From time to time, your Placement Specialist may suggest ways to improve your performance on the job – remember, you will be evaluated as an employee who is there to do productive work in a professional work environment so doing your absolute best benefits you in the long-run.

## **WORK HOURS**

You will arrange a work schedule with your Employment Placement Specialist and Worksite Supervisor. Use the Weekly Scheduling Sheet for planning – it is important to determine your availability, to the best of your ability, before finalizing the Worksite Training Agreement that outlines the details of your job placement. Contact your Employment Placement Specialist and Worksite Supervisor if, for any reason, you need to adjust your weekly schedule or the length of your placement.

Paid job placement assignments are authorized by the Program Coordinator, are subject to your good performance on the job as well as compliance with TAD program guidelines and availability of program funding.

## **ATTENDANCE POLICY**

Like all other employees, you are expected to arrive on time each day that you are scheduled to work. You must call your Worksite Supervisor **and** Employment Placement Specialist as early as possible if you have to be absent from or late for work. Not calling in before your shift is scheduled to start (No Call/No Show) is **never** acceptable and can be grounds for terminating your placement. The following are considered **excused absences** because they result from situations beyond your control:

- Illness or injury
- Occasional or unexpected situations such as: a serious injury to a member of your family, an automobile accident, family funeral services

When possible, schedule appointments outside of your scheduled work time. When you need to be off work for a future appointment, doctor, dentist, or court appearance, for example, you must notify the Worksite Supervisor **and** Employment Placement Specialist in advance as soon the date and time are confirmed.

The following are considered **unexcused absences** because they involve situations over which you do have control:

- No transportation
- Ran out of gas
- Got up late
- Forgot your work schedule
- Ill but did not call off

Know that ANY absence during the job placement can affect your ability to continue at the worksite and will be considered in your performance evaluation.

## **WAGES AND TRAINING STIPEND**

You will earn the California minimum wage standard of \$14 per hour for this job placement. Program participants are prohibited from working more than 8 hours in one day or more than 40 hours in a week.

**Do not work more hours than authorized by your Employment Placement Specialist and approved on the Worksite Training Agreement.**

## **PAY CYCLES AND PAYCHECKS**

Paychecks are issued by CRY-ROP on the 15<sup>th</sup> and the LAST BUSINESS DAY of each month. When the 15<sup>th</sup> falls on a weekend or holiday, pay checks are issued on the first business day FOLLOWING the weekend or holiday.

Hours worked between the 1<sup>st</sup> and 15<sup>th</sup> of the month will be paid on the last day of that month. Hours worked between the 16<sup>th</sup> and the last day of the month will be paid on the 15<sup>th</sup> of the following month. Talk to your EPS about when to expect your **first** paycheck!

Contact your Employment Placement Specialist immediately if you lose a paycheck. CRY-ROP requires a written statement and your signature on an affidavit before the payroll check can be re-issued. It may take as long as four weeks to get a replacement check. If you happen to find the missing paycheck before the new one is issued, do not try to cash it – that check has been reported lost or stolen and voided by the bank.

Direct deposit is not available to program participants and we do not, under any circumstances, make employee loans or advances on earnings or release paychecks before the issue date.

The money you earn through this program is earned income and is reported for tax purposes. CRY-ROP will issue a W-2 Wage and Tax Statement to be used to prepare income tax forms, if you are required to do so. Again, **it is very important to let CRY-ROP know if your address changes at any time this year so we can mail your W-2 Form to the correct address.**

Many agencies offer low or no cost tax preparation services (during tax season) that you can access to help prepare your income tax returns. For information and questions regarding your federal taxes, call the Internal Revenue Service at 1(800) 829-1040. Contact the California Franchise Tax Board for questions about state taxes.

**Paychecks are distributed on the 15<sup>th</sup>  
and the last business day of the month.**

***It is your responsibility to ensure time sheets  
are completed and signed on time.***

### **PAID SICK LEAVE**

You may be entitled to paid sick leave under The Healthy Workplaces/Healthy Families Act of 2014 (AB1522). Refer to the Office of the Labor Commissioner Bulletin located on the employee bulletin board in our office for details on accrual rates and usage. Subsidized employment program participants do not earn vacation or holiday pay.

Program participants must follow established procedures to use accrued sick leave. Advance notice for foreseeable absences must be provided to both the Employment Placement Specialist and Worksite Supervisor. Unforeseeable absences must be called in to the Employment Placement Specialist and Worksite Supervisor as soon as practical before the start of the shift.

Requests for use of paid sick leave, whether foreseeable in advance or otherwise, shall be made and recorded using the Absence Affidavit form. Accrued sick leave will be reported monthly on your pay check.

### **TIME SHEETS**

**Time sheets must be completed in ink. Corrections or changes must be lined through and initialed – NEVER use white out to make changes. Time sheets are official, legal documents to authorize payment of TAD funding so corrections or changes must be made in an acceptable manner.**

It is important that you sign in and out on a **daily basis**. A Daily Time/Attendance and Progress Report (time sheet) will be provided by your Employment Placement Specialist and will be available at your worksite for each pay cycle. Time sheets may not be filled in ahead of time – they must be completed each day that you report to work. Your Worksite

Supervisor is responsible for initialing the entries for each day on the time sheet.

If you come in late, the time you did not work will be subtracted in intervals of 15 minutes from your time sheet.

It is your responsibility to be sure the timesheet is complete (including the evaluation portion), is signed by you and the worksite supervisor, and is **ready for pick up** at your worksite by your Employment Placement Specialist.

Your Employment Placement Specialist **should not** have to visit a worksite more than one time to pick up time sheets, so it is extremely important to complete your time sheets properly and have everything in order on those days. In order to be paid accurately and on time, please do your best to ensure the following:

- Double-check your time sheets for accuracy. Filling out time sheets carefully and correctly will save time and ensure you get paid on time. Inaccurate or incomplete time sheets could delay your paycheck for up to two weeks.
- Have your time sheet completed, initialed, signed by you and your worksite supervisor, and ready for your EPS when they arrive.
- Decide with your EPS if your paycheck will be delivered to your home or if you will pick it up at our office. A copy of the time sheet will accompany your paycheck. If you feel there is a mistake on your pay check, contact your Employment Placement Specialist as soon as possible to research and correct any mistakes.

## **TERMINATION**

Termination from your work experience placement can be initiated by the Worksite Supervisor, Employment Placement Specialist or the Special Projects Manager. In most cases, your Employment Placement Specialist will help improve a situation before ending your placement but you have to be willing to take direction, advice, and do your part to rectify a problem situation.

**Your job placement will be immediately ended if you:**

- No Call/No Show
- Poor attendance on the job (arriving late, returning late from breaks or lunch, leaving early, excessive absences)
- Steal property at your worksite or from your co-workers
- Vandalize any property (this includes spray painting, gang signs, breaking equipment or damaging property)
- Use of or possession of alcohol or illegal drugs
- Falsify your time sheet
- Bad attitude, not getting along with co-workers
- Disrespecting your Worksite Supervisor or Employment Placement Specialist
- Violate safety rules, worksite policies or repeatedly fail to follow instructions
- Allow your friends to “hang out” with you while you are working
- Use your cell phone while working (yes, this includes text messaging!)

It is important to know that the situations listed above also result in termination of permanent jobs in the workforce—information about suspensions and terminations become part of your permanent employment file and will affect our ability to provide a positive recommendation in the future.

## **THE END OF YOUR WORK EXPERIENCE PLACEMENT**

We recommend the following when your job placement comes to an end:

Send a **formal thank you card** to the worksite supervisors and any other company managers that you interacted with during your placement. Make time to **personally thank** the other employees who helped train you at the site.

Ask for a **letter of recommendation** from the supervisors who know your work well enough to provide specific comments and offer their recommendation. Ask if you can include them as a **reference** on job applications.

Add the placement on your resume – include new skills, the duties you performed and projects you worked on at the worksite.

## **MORE IMPORTANT INFORMATION**

Lunch/Meal Periods: California law states that employees must take at least one 30-minute meal period when scheduled to work more than five (5) hours in one day.

Unemployment (EDD): Participation in a subsidized (paid) work experience program **does not** qualify you for unemployment benefits.

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*As your Employer, it is **very** important that CRY-  
ROP always have your current address and phone  
number on file.*

*Please advise your Employment Placement Specialist  
of any changes in your mailing address  
or phone number.*

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## **HEALTH AND SAFETY ON THE JOB**

Your safety on the job is very important – it is important to use good judgment while at your worksite to avoid personal injuries or injury to others.

Always follow safe work practices. Health and Safety rules must be posted at each worksite—you are expected to read and observe them. If you are unsure about working conditions or equipment operation, ASK your worksite supervisor or EPS for clarification. Report any hazardous or unsafe condition to an onsite supervisor immediately.

Do not operate any equipment or machinery without appropriate training, permission and necessary protective equipment. Follow safety procedures for your work site at all times.

Occasionally worksite accidents happen. If you are injured on the job, notify your Worksite Supervisor immediately – they will get medical attention and notify CRY-ROP and your emergency contacts, if necessary. In the event of a serious injury, your Worksite Supervisor may take you to the nearest medical facility. CRY-ROP maintains workers compensation insurance coverage for work-related illnesses and injuries, required doctor visits and other expenses deemed appropriate by the insurance carrier. ***A doctor's note is required before returning to work after a worksite injury. The doctor's note must be turned in to CRY-ROP before you can resume working at your work site.***

In the event of a natural disaster or local/regional emergency or incident, contact your Employment Placement Specialist or the Program Coordinator for instructions about reporting to work. If you are already at the work site when the disaster or incident occurs, you are required to follow protocols the work site has in place for employee safety. You may not be allowed to leave the work site until released by the work site supervisor or designated person/agency.

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*Contact your Employment Placement Specialist if you are asked to perform work that you feel is **dangerous** or that **creates an unsafe work environment**. Your safety is a priority!*

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## **SAFETY REMINDERS**

Never operate equipment or machinery if you have not been properly trained for its use.

Be sure toxic fluids, such as duplicating fluids or cleaning solvents, do not get on your skin, in your eyes or in the mouth.

Sharp objects should be handled carefully and properly.

Make sure electrical equipment is in good repair. If you have any doubts, have your supervisor check the equipment **BEFORE** you use it. Always follow safety procedures when using mechanical equipment.

Be careful of wet floors—they are slippery and can be dangerous.

Goggles or eye shields must be worn any time there is danger of debris hitting the eyes.

Injury to your back or muscles can result if you do not lift heavy or bulky objects properly. Follow these lifting guidelines:

- Be sure the load is not too heavy for one person to lift.
- Use a correct lifting stance before lifting any object of considerable weight.
- Do **NOT** lift with your back—use your legs and keep back straight.
- Make sure fingers and toes are not in a position to be injured if an object shifts and falls.

Protect your health and know your rights. For more information about health and safety on the job, please visit [www.osha.gov](http://www.osha.gov).

## **TIPS FOR BEING A GOOD EMPLOYEE**

Respect yourself and others at all times.

Arrive to work ahead of your start time every day that you are scheduled to work.

Always be friendly and courteous. Show enthusiasm and be proud of what you are doing.

Keep in mind that people pay attention to your actions and attitude—on and off the job.

Tell your friends and relatives you cannot be visited, receive phone calls or text messages while you are working. Turn off your cell phone if possible during your shift!

Keep yourself busy while at work. If you have a job, do it...if you do not have anything immediate to do, ask your supervisor or find something to keep yourself busy (even if you just tidy up your work area).

Remember, everything you see, hear and do in connection with your job is CONFIDENTIAL.

Strive for accuracy, then work for speed.

THINK before you speak or act.

Ask for help when you need it and be honest if you are not sure about how to do something. Do not make excuses.

Be cooperative and do not expect special privileges. You will be treated the same as regular, permanent employees while on the job site.

If you have any problems or difficulties on the job, talk to your onsite supervisor and contact our office—we are here to help you work through anything that comes up.

People who are neat and clean make a good impression. Wear appropriate clothing for the job and worksite. Wear clean, neat, pressed clothing and comfortable shoes. Makeup and jewelry should be in good taste—no extremes.

## **IMPORTANT WORK RULES AND POLICIES**

Lunch/Meal Periods: California law states that employees must take at least one 30-minute meal period when scheduled to work more than five (5) hours in one day.

Unemployment (EDD): Participation in a subsidized (paid) work experience program does not qualify for unemployment benefits.

Nepotism: You cannot work for or be under the supervision of an immediate family member or relative.

Political Activity: You cannot be involved in any political activity during work hours through this program.

Sectarian Activity: Your worksite cannot ask you to be involved in promoting religious activity during work hours.

Maintenance of Effort (MOE): You cannot work at a worksite that has a vacancy for a regular job with your same job description. If the regular job has been vacant for a period of time, your job cannot be used to fill the opening.

Harassment: CRY-ROP's Governing Board, administrators and employees are committed to maintaining learning and working environments that are free from harassment, intimidation or insult, and will not tolerate the harassment of any student, program participant, business partner or CRY-ROP employee. Harassment by any student, program participant, business partner or CRY-ROP employee, in any form, is considered to be a major offense which may result in disciplinary action or dismissal. Any incident of harassment must be reported immediately to your EPS, the WIA program coordinator, or other CRY-ROP administrator.

Forms of harassment include, but are not limited to:

- **verbal** (inappropriate sexual remarks, derogatory comments, jokes or slurs which may be overheard by others or made directly to another);
- **physical** (inappropriate, unnecessary or offensive contact or impeding or blocking movement between male/female, female/female or male/male);
- **visual** (derogatory or offensive posters, cards, written notes, cartoons, graffiti, drawings or behaviors where suggestive gestures and actions are of a sexual nature).

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*Laws and policies can sometimes be difficult to understand. Contact us about **anything** that you think is against these rules, seems **unsafe**, that **frightens** or makes you feel **uncomfortable**.*

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## **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](http://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](https://www.cdc.gov/coronavirus)

### CORONAVIRUS, COLD, OR FLU?

|  |   |
|--|---|
| <p><b>CORONAVIRUS</b><br/>         FEVER<br/>         DRY COUGH<br/>         NOTICEABLE SHORTNESS OF BREATH<br/>         SYMPTOMS APPEAR 2-14 DAYS AFTER EXPOSURE</p>  | <p><b>COLD</b><br/>         SORE OR SCRATCHY THROAT<br/>         COUGH<br/>         RUNNY NOSE<br/>         STUFFY NOSE<br/>         MILD FEVER, IF ANY</p> |
| <p><b>FLU</b><br/>         HIGH FEVER (OVER 100.5)<br/>         EXTREME EXHAUSTION<br/>         MUSCLE OR BODY ACHES<br/>         DRY COUGH<br/>         CHILLS<br/>         STUFFY NOSE<br/>         HEADACHES<br/>         POSSIBLE VOMITING OR DIARRHEA (MORE COMMON IN CHILDREN)</p> |   |

## **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](https://www.osha.gov) or 1 800 321-6742

**San Bernardino County Department of Public Health:** [wp.sbcounty.gov](https://www.sbcounty.gov) or 1 800 722-4777 351 N Mountain View Ave., San Bernardino, CA 92415