



COLTON REDLANDS YUCAIPA
REGIONAL OCCUPATIONAL PROGRAM
Inspiring Possibilities

COVID-19

PREVENTION PLAN

Revised April 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 – Separate all employee workstation at least 6 feet apart. Move personnel to other areas if adequate separation is not feasible or the number of personnel in the contiguous office space is greater than 10.

Area Seating – Reduce or completely remove reception furniture to allow for at least 6 feet of social distancing.

Boardroom – Stack or remove boardroom furniture. Occupancy will be based on square footage and State Guidelines. Arrange seating at least 6 feet apart.

Classrooms – Remove chairs and adjust desks/tables to meet the 6-foot social distancing requirement

Testing Center – Remove seating strategically to meet the 6-foot social distancing requirement.

Conference Rooms – Stack or remove conference room furniture. Occupancy will be based on square footage and State Guidelines. Arrange seating at least 6-feet apart.

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.

Office Chairs – Remove guest seating at personnel workstations.

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.

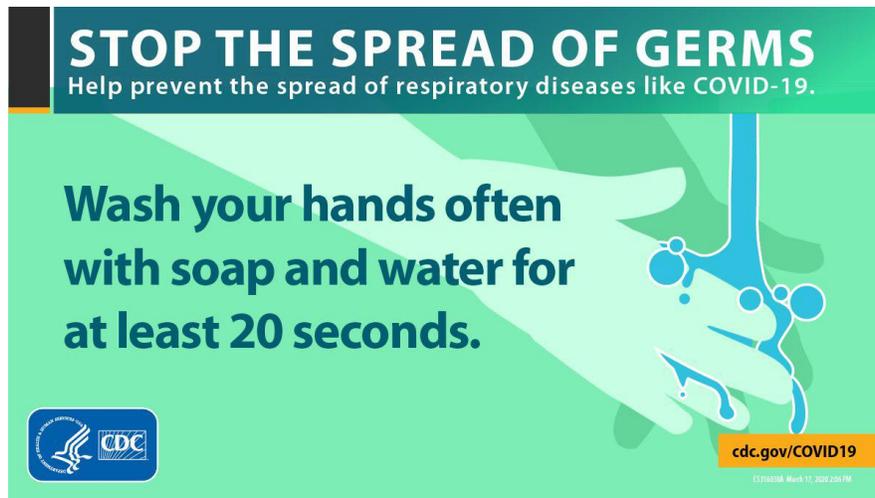
Telecommuting – CRY-ROP provided staff with a telecommuting stipend for the fall semester to accommodate working from home.

PROTOCOLS

Hygiene

Simple and consistent hygiene is the greatest 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.

Social Distancing

Generally – All personnel are to maintain 6-foot social distancing during the work day.

CRY-ROP recognizes there may be difficulties in hallway areas and some interactions. Personnel must wear a face covering when moving through the buildings to mitigate exposure if the 6-foot social distancing guideline is breached.



Carpools – Avoid carpooling when possible. When driving together, wear 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:

- The 6-foot social distancing rule applies.
- Limit meeting groups to 10 or less when possible.
- CRY-ROP requires attendees to wear face coverings.

Deliveries – Personnel meeting deliveries should maintain 6-foot social distancing when possible and wear face coverings 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 – Do not share 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.

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.

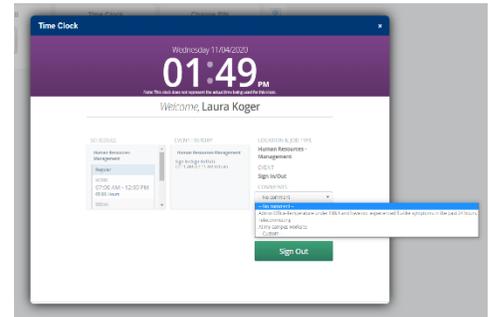
CDC Screening Tool: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

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).

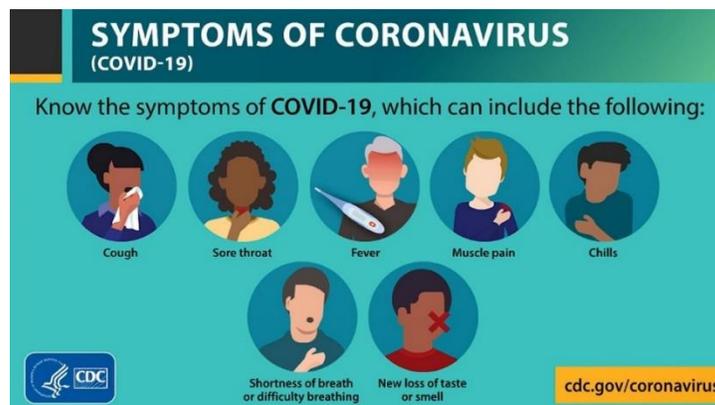
Active Monitoring – CRY-ROP will screen all incoming employees and visitors for COVID-19 symptoms, including taking touchless temperature measurements and asking screening questions.

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>

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 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 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 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 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 approved by a medical professional. CRY-ROP does not provide N95 masks or respirators for staff.

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 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, Plexiglas, 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, extension 309, or Roman Moreno, 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.
- ▶ 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.
- ▶ 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.

RESOURCES

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>

Employee Rights: Paid Sick Leave and Expanded Family and Medical Leave under The Families First Coronavirus Response Act: https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA_Poster_WHI422_Non-Federal.pdf

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>

CA Dept. of Public Health, *Industry Guidance for Schools*: <https://files.covid19.ca.gov/pdf/guidance-schools.pdf>

SB County *Readiness and Reopening Plan*:

http://www.sbcounty.gov/Uploads/CAO/Feature/Content/San_Bernardino_County_Readiness_and_Reopening_Plan_-_FINAL_Update_5-22-20.pdf

Cal/OSHA *COVID-19 Prevention Emergency Temporary Standards*: <https://www.dir.ca.gov/dosh/coronavirus/ETS.html>

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

Community *COVID-19 Testing Information*: <https://sbccovid19.com/testing-sites/>

DIR *Supplemental Paid Sick Leave Information*: <https://www.dir.ca.gov/dlse/2021-COVID-19-Supplemental-Paid-Sick-Leave.pdf>



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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 contact CRY-ROP to perform these services as needed.
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-isolate for 14 days or as instructed by my physician.
 - 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. I do not need to wear my mask if I'm at my workstation and physically distanced from other personnel by at least 6 feet
 - I will remain 6 feet away from others on site, and will not congregate with other people where the 6-foot limitation cannot be met. I will not eat lunch with others nor engage in activities with others on site that require my mask to be removed.

Signature

School Site

Date