



COLTON REDLANDS YUCAIPA
REGIONAL OCCUPATIONAL PROGRAM
Inspiring Possibilities

COVID-19 SAFETY PLAN

District Office Employees and Visitors

Revised August 20, 2020

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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.

- Workplace Modifications (engineering controls) will layout physical changes to the workplace environment.
- Protocols (administrative controls) will outline practices and procedures.
- Protective Equipment (PPE) will describe using PPE for workplace situations.

The Superintendent, Human Resources Department, 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 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.

Reception Areas – Reduce or completely remove reception furniture to allow for at least 6 feet of physical distancing. Install transparent barriers at reception desks.

Boardroom – Stack or remove boardroom furniture. No meetings greater than 10 people at any time. Arrange seating at least 6 feet apart.

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

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

Conference Rooms - Stack or remove conference room furniture. No meetings greater than 10 people at any time. Arrange seating at least 6 feet apart.

Other Modifications

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 (must be at least 60% ethanol or at least 70% isopropanol alcohol based).

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

Drinking Fountains – Disable campus drinking fountains and encourage personnel to bring refillable bottles. A refill station is located in the Building A break room.

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

Face Coverings – Staff, students, and visitors are required to wear face coverings:

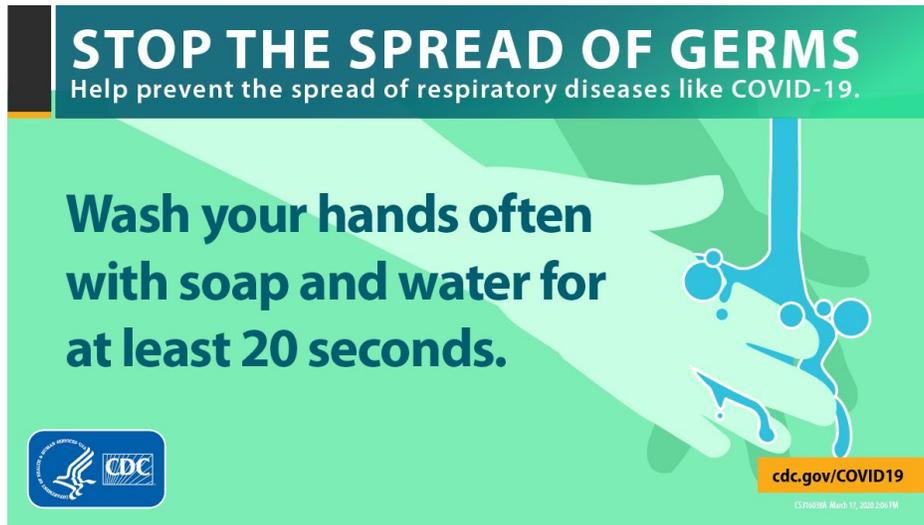
- while interacting with others
- while working in or walking through common areas such as hallways, restrooms, and the breakroom
- while working in rooms where other people are present and unable to physically distance.

PROTOCOLS

Hygiene

Simple and consistent hygiene is the greatest deterrence to exposure for all personnel.

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 sanitizers as an alternative.

Cleaning – Nightly janitorial service now includes more complete touch surface disinfection. They spray 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. Wipe down touch surfaces in CRY-ROP vehicles before and after each use.

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 the breakroom, restrooms, and meeting rooms should wear face coverings. Wash/sanitize hands before touching anything in the common area. Wearing gloves is optional.

Physical Distancing

Generally – All personnel are to maintain 6-foot physical distancing during the work day. CRY-ROP recognizes there may be difficulties in hallway areas and some interactions. Personnel should wear a face covering when moving through the buildings to mitigate exposure if the 6-foot physical distancing guideline is breached.



Carpools – 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 physical distancing rule applies.
- Limited meeting groups to 10 or less.
- CRY-ROP recommends attendees wear face coverings

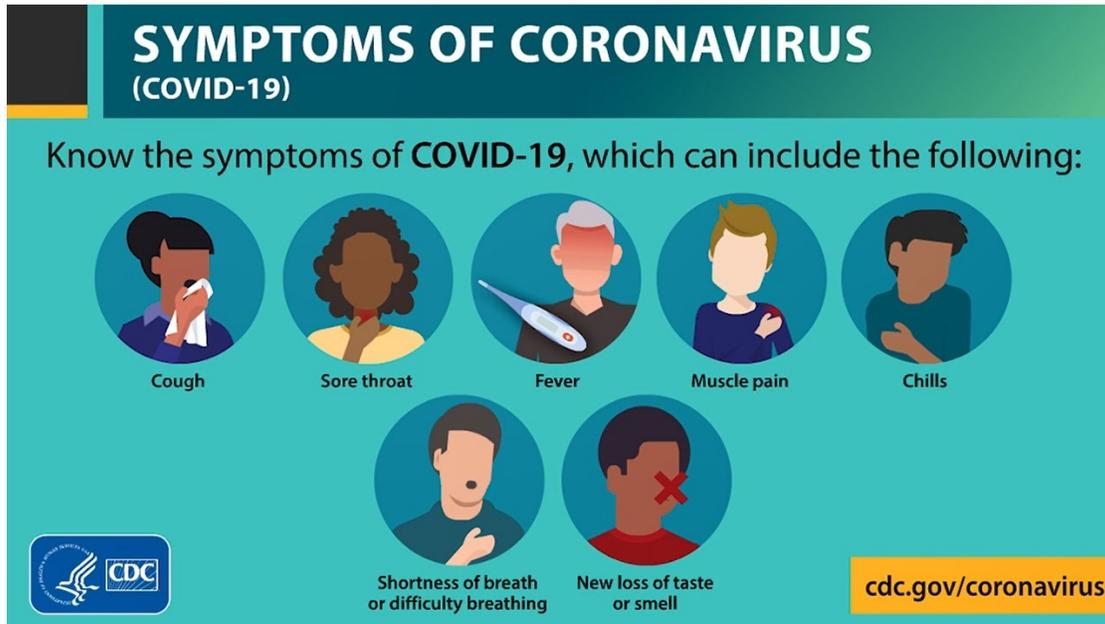
Deliveries – Personnel meeting deliveries should maintain 6-foot physical distancing when possible and wear face coverings & gloves when interacting with drivers and packages. Wash or sanitize hands before and after any interaction.

Passive and Active Monitoring

Self-Monitoring – Before coming to work, CRY-ROP personnel should insure they are not experiencing any COVID-19 related symptoms. These include fever, cough, shortness of breath, congested or runny nose, nausea or vomiting, and diarrhea. 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: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

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

Active-Monitoring – Circumstances may require CRY-ROP to check incoming employees for COVID-19 symptoms, including asking screening questions and taking touchless temperature readings as people enter CRY-ROP buildings



Any staff experiencing the symptoms mentioned above should stay home until they are free of fever for at least 24 hours without the use of fever-reducing medication.

Any staff 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 to HR.

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

Visitors

Meetings - Whenever possible, meetings with individuals from outside CRY-ROP, including vendors, students, and education partners, should occur remotely via phone, video conferencing, etc. In circumstances where a remote meeting is not possible:

- The 6-foot physical distancing rule applies.
- Limited meeting groups to 10 or less.
- CRY-ROP requires attendees wear face coverings for the duration of the meeting.
- All visitors, regardless of familiarity with our organization or frequency of visits are to be checked in through Raptor.

- Before being allowed on site, visitors should answer a series of screening questions to determine the risk of potential exposure:

Screening Questions

1. Have you been diagnosed with Coronavirus in the past 14 days?
2. Have you been in contact with someone diagnosed with Coronavirus within the past 14 days?
3. Do you currently have any symptoms such as fever, cough, or shortness of breath?

A “yes” answer to any of these questions should prohibit the individual from site access. CRY-ROP will enact disinfection protocols for any areas the visitor has entered or touched.

Disinfection Protocols

If an employee or visitor indicates they have COVID-19 or if they are displaying symptoms resembling COVID-19, CRY-ROP will take steps to prevent further exposure to personnel onsite.

Step 1 – ISOLATE: The symptomatic person will be isolated from further employee interaction.

- Visitors will leave the site immediately, with an escort if necessary 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 escort the employee offsite.

Step 2 – INVESTIGATE: The designated safety officer will conduct a review of the situation to determine the potential for exposure and the extent of personnel/areas affected. Designated HR personnel will act as contact tracers when warranted.

Step 3 – NOTIFY: Employees working in the area of the symptomatic person will be notified of a potential exposure.

Step 4 – DISINFECT: Dependent on the extent of 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. Personnel will wait 24 hours before entering space to clean and disinfect if feasible. If the 24-hour wait period is not feasible, personnel will wait as long as possible before entering the space. Employees may return to the disinfected areas once the prescribed treatment is complete.

Training

All employees should receive documented training on:

- COVID-19 symptoms
- Proper techniques for handwashing

- Methods for putting on and taking off PPE gear
- Whom to contact when you are feeling ill or believe someone is displaying symptoms

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 Gear (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 – 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 type of masks sparingly to allow medical professionals access to them.

Face Coverings – While they do not filter viruses, 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 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. Find proper PPE donning/doffing techniques at <https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html>. Only personnel responsible for disinfection or interaction with an identified exposure risk will make use of these items. Improper use of PPE items do not protect the user from exposure.

CLOSING

CRY-ROP developed this Safety Plan in our effort to reduce transmission of the coronavirus 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), and The County of San Bernardino. These organizations will update their guidance as additional information becomes available and CRY-ROP will adjust this Safety 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 and students and we will continue to monitor the CDC, CDPH, and County of San Bernardino for updates.