

COVID-19 Prevention Program (CPP) for the Blind Children's Center (BCC) **4120 Marathon Street, Los Angeles, CA 90029**

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

Last Updated: February 15, 2023

Authority and Responsibility

The Safety Committee (comprised of the CEO, Program Director, Assistant Director, Operations Manager and Health & Nutrition Coordinator) has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

Identification and Evaluation of COVID-19 Hazards

We have/continue to implement the following in our workplace:

- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, CA Community Care Licensing, Office of Head Start, and the California and Los Angeles County Health departments related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Adherence to all state and county public health directives and protocols.

Employee participation

Employees are encouraged to participate in the identification and evaluation of COVID-19 hazards by: encouraged to communicate concerns at regular all staff meetings and during trainings on COVID-19 prevention and safety protocols, including trainings on what should be considered a COVID-19 hazard; required to report COVID-19 hazards to their supervisors; supervisors required to report any hazards to the Safety Committee, which ensures that hazards are resolved immediately. All staff can contact members of the Safety Committee directly if needed. The Safety Committee meets monthly.

Employee screening

Before coming to BCC, all staff is required to conduct a daily self-health screen to determine whether they should come to work or remain home. BCC has provided staff with a list of questions and indicators for the self-health screen based on guidance from the Los Angeles County of Public Health and the CDC (**See Appendix A**).

Staff that are sick or have symptoms – even if they are mild, are directed to stay home. Staff who have been exposed to someone who has tested positive for the coronavirus but remain asymptomatic are required to wear a higher grade, well-fitted mask for a total of 10 days while monitoring for symptoms and test themselves for COVID-19 5 days after last know exposure to positive case.

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix B: COVID-19 Inspections** form, and corrected in a timely manner based on the severity of the hazards, as follows:

The Safety Committee identifies hazards on the Covid-19 Inspection Form. In monthly meetings, the Committee assesses the severity of potential hazards, develops corrective actions, assign responsibility and deadlines for completion. Any hazard that is identified that warrants immediate correction is brought to the attention of the CEO by the Operations Manager or other members of the Safety Committee and is dealt with immediately. The Safety Committee ensures that corrective actions were completed on a timely basis.

Control of COVID-19 Hazards

Vaccination

All BCC employees are required to meet Covid-19 vaccine requirements. Due to the medical vulnerability of some children served by BCC, being fully vaccinated for Covid-19 is a requirement for employment. A copy of vaccine record will be provided prior to start date verifying that the employee is that the employee is fully vaccinated (having received a primary series and the most recently recommended booster). More information on vaccine requirements and waivers can be found in BCC's Human Resources Policies and Procedures.

Face Coverings

Face coverings are optional for Employees. However, Management reserves the right to mandate disposable masks when deemed necessary to mitigate the spread of Covid-19. Reasons to reinstate the mask mandate include, but are not limited to:

- a. Three (3) or more members of the teaching staff test positive for Covid-19 (including teachers, associate teachers, rovers and aides) within a two-week period.
- b. When 3 children (Center-wide) in BCC's center-based program test positive for Covid-19 within a two-week time period.
- c. If the CDC covid-19 community level is high.
- d. The Los Angeles County Department of health reinstates mask mandates.

Employees who have tested positive for Covid-19 are required to wear a mask if they are returning to work after less than 10 days of isolation. The mask is required through 10 days post positive test.

Employees who are exposed to someone with COVID-19 and are asymptomatic are required to wear a face covering around others for a total of 10 days after exposure, regardless of vaccine status.

Employee face coverings must be clean and undamaged. BCC recommends disposable masks over cloth masks rather than cloth masks as disposable masks are more effective. Employees should adhere to the following best practices for masking:

- a. Disposable masks are available for everyone at the Center. These should be disposed of at the end of each day and never used for more than one day.
- b. If staff chooses to wear their own cloth face coverings, we require that employees launder them daily. It is staff responsibility to launder their own cloth face coverings. If they cannot do this, they are directed to use the disposable masks that BBC provides.

- c. Masks should fit snugly, fully covering your nose and mouth, and be fitted under the chin. Masks or coverings that are open at the bottom or do not fit tightly are not effective.
- d. BCC will also make face shields available to staff. To be used properly, a cloth face covering/disposable mask must also be worn with a face shield.
- e. Masks with one-way valves should not be used.

All Visitors and Volunteers interacting with students are required to wear a face covering at the Center – both indoors and outdoors. This includes therapists and service providers from LAUSD or the Regional Centers.

Parents & Children

- It is strongly recommended that parents wear a clean mask covering the mouth and nose at BCC while dropping off and picking up their child(ren) indoors.
- Parents who have a cough, or are sneezing, from any reason, including allergies, are required to wear a mask at all times when inside the BCC facility.
- Face coverings are optional for children over 2 years old. Parents should notify their child's teacher if they want their child to wear a face covering at BCC.

Engineering controls

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

- Facility staff keeps windows and doors open to increase air flow throughout the facility when nature allows, while also running fans and air conditioners.
- AC filters are cleaned and maintained by the Operations Manager according to CDC and manufacturer guidelines.

Cleaning and disinfecting

We follow cleaning and disinfecting standards set by Community Care Licensing, the CDC and LAPDH. Procedures include, but are not limited to, the following cleaning and disinfection measures for frequently touched surfaces:

- Cleaning products are approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list "N" are selected and product instructions are followed. These products contain ingredients which are safer for individuals with asthma.
- Disinfectants are selected that are labeled to be effective against emerging viral pathogens and label directions for appropriate dilution rates and contact times are followed. Employees are given training on the hazards of the chemicals, manufacturer's directions, and Cal/OSHA requirements for safe use (CAL OSHA Safe Use of Disinfectants).
- Custodians or staff with responsibility for cleaning and disinfecting the site are equipped with proper Personal Protective Equipment, including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product instructions. All products are kept out of children's reach and stored in a space with restricted access.
- Spaces that have been cleaned are aired out before children arrive and thorough cleanings are done when children are not present.
- Frequently touched surfaces such as door handles, light switches, sink handles, bathroom surfaces, tables as well as surfaces in transportation vehicles are cleaned at least daily and more frequently throughout the day when possible, or if requested by a teacher for any reason.
- More information on cleaning and sanitizing procedures can be found in BCC's Health Policies

and Procedures.

Cleaning and disinfecting guidelines will be adhered to at all times. Cleaning staff is trained by the Operations Manager who ensures adherence to guidelines and protocols.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- Assure that adequate supplies are available onsite to support healthy hygiene behaviors at all times, including soap, tissues, no-touch trashcans and hand sanitizers with at least 70 percent ethyl alcohol for staff and those children who can safely use hand sanitizer.
- Routines have been established enabling staff to regularly wash their hands at staggered intervals.
- Staff have been instructed to wash their hands for 20 seconds with soap, rubbing thoroughly after application, and using paper towels (or single use cloth towels) to dry hands thoroughly.
- Staff uses hand sanitizer when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry. Note: frequent handwashing is more effective than the use of hand sanitizers, especially when hands are visibly dirty.
- Hand Sanitizer is available in all private offices, in the lobby and other common areas.
- Sinks (permanent and portable) have been installed in the outdoor play yards to support more frequent hand washing.

Personal protective equipment (PPE) used to control employees' exposure to COVID-19

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.

We provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

Investigating and Responding to COVID-19 Cases

We follow the LADPH COVID-19 Exposure Management Plan Guidance in Early Care and Education Sites (**Appendix C**) and utilize *Screening and Decision Pathways for Symptoms In Early Care and Education Centers (Appendix D)* to investigate and respond to COVID-19 cases. The Health & Nutrition Coordinator (Coordinator) serves as our designated Early Childhood Education (ECE) Center COVID-19 Liaison and is the point of contact for COVID-19 safety protocols. The Coordinator ensures that staff, families and children receive education about COVID-19 and serves as a liaison to LADPH and Community Care Licensing for sharing site-level information to facilitate public health action.

The Coordinator is responsible for investigating any potential or confirmed cases of COVID-19. Employees who have potential COVID-19 exposure in our workplace will be:

- Notified of possible exposure by the Coordinator.
- Offered COVID-19 testing at no cost during their working hours.
- Provided information on isolation and quarantine instruction.

System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a form they

can readily understand, and that it includes the following information:

- Employees should report COVID-19 symptoms to the Coordinator; and report possible hazards immediately to their supervisors. We remind employees of how to report through regular staff meetings, emails to all staff and on-going trainings.
- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Where testing is not required, we have identified how employees can access COVID-19 testing and provide that information to them as requested.
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test. If testing is required, it will be provided at no cost to employees during work hours.
- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures is disseminated at staff meetings, through emails to all staff.
- Covid-19 Prevention Program is posted on BCC's website.

Information about COVID-19 mitigation strategies, vaccine information and recommendations, masking requirements and procedures for reporting cases to BCC are communicated to parents in the parent handbook, on BCC's website, in parent meetings, through the Remind App, by signs posted throughout BCC's facility, and flyers sent home with students.

Training and Instruction

We provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Importance of vaccination as the primary way to mitigate the spread of COVID-19.
- Information regarding COVID-19-related benefits, if available, to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

A schedule of trainings provided during the pandemic has been kept by the Safety Committee and is available as **Appendix E** (last updated 2/6/23).

Exclusion of COVID-19 Cases

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met as per public health requirements.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished through employer-provided employee sick leave benefits, payments from public sources or other means of maintaining earnings, rights and benefits, where permitted by law and when not covered by workers' compensation.
- Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access

- Report information about COVID-19 cases at our workplace to the LADPH and CA Department of Public Health whenever required by law, and provide any related information requested by the local health department.
- Cases of 3 or more of COVID-19 in an early care and education setting must be reported to the local office of community care licensing.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Keep a record of all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
 - Have Isolated for at least 5 days since onset of symptoms or collection of positive test.
 - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
 - Have provided a negative COVID-19 FDA approved test if returning after 5 days of isolation, but before the full 10 days of isolation.
 - If staff returns to work after less than 10 days of isolation, staff is required to wear a mask through 10 days post positive test.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 5 days have passed since the date of specimen collection of their first positive COVID-19 test. Asymptomatic cases may return after day 5 once they provide a negative

COVID-19 FDA approved test. A disposable mask is required to be worn between day 5 – 10 if returning to work after five days of isolation.

- A negative COVID-19 test will not be required for an employee to return to work if their isolation period has been or exceeded 10 days since their onset of symptoms (or since they first tested positive for individuals who never developed symptoms), as long as they have been without fever for at least 24 hours without use of fever-reducing medicines, AND all other symptoms are resolved or improved.. Some persons may continue to have a cough and should continue to wear a mask.
- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.



Sarah E. Orth, Chief Executive Officer

3/2/23

Date

Reviewed and Approved by Head Start Health Services Advisory Committee: 2/14/23