



## Para Los Niños Social Distancing Protocol

In compliance with the County of Los Angeles Department of Public Health Order of the Health Officer, Para Los Niños (PLN) has been or will be implementing the following steps no later than April 15, 2020:

### A. Signage

- Signage will be placed at each public entrance of the facilities to inform all employees and clients/visitors that they should: avoid entering the facility if they have a cough or fever; must wear a face covering that covers their nose and mouth; maintain a minimum six-foot distance from one another. See attachment A.
- Signage posting of copy of the Social Distancing Protocol (this notice) at each public entrance.

### B. Measures to Protect Employee Health

- Everyone who can carry out their work duties from home has been directed to do so.
- All employees have been told not to come to work if sick.
- All clients have been told to stay home and schedule either phone or telehealth sessions if sick.
- For employees that come into the workplace, they are to complete a health “check-in” with the supervisor or lead on site by attesting to the following questions: *YES or NO*
  - i. Have you had close contact to a patient who has been tested positive for COVID-19 in the last 14 days?**
  - ii. Have you had close contact to a person that has symptoms of COVID-19 in the last 14 days or who has been tested for COVID-19 and has not received results?**
  - iii. In the last 72 hours, have you had a fever (100.4°F or higher), or a sense of having a fever**
  - iv. In the last 72 hours, have you had a new cough that you cannot attribute to another health condition**
  - v. In the last 72 hours, have you had a new shortness of breath that you cannot attribute to another health condition**
  - vi. In the last 72 hours, have you had a new sore throat that you cannot attribute to another health condition**
  - vii. In the last 72 hours, have you had a new muscle aches (myalgias) that you cannot attribute to another health condition or may have been caused by a specific activity (exercise)**
- **Staff should be reporting their status to their manager or site lead as soon as they arrive at any PLN site.**
- For clients that come into any PLN site, they are to be asked the same questions above and sent home if they respond “yes” to any of them.

- All employees that have contact during their shift(s) with the public or other employees are offered (*as available*), at no-cost, a face covering to be used at work when interacting with them.
- All desks or individual workstations where staff are present are separated by at least six feet.
- Break rooms, restrooms, and other common areas are being disinfected nightly by facilities/janitorial staff.
- Disinfectant and related supplies are available to all employees at each site's administrative offices or from our facilities staff.
- Hand sanitizer is available at the front office of each PLN site.
- Soap and water are available to all employees in all building restrooms and kitchens.
- Employees are allowed frequent breaks to wash their hands.

**C. Measures to Prevent Crowds from Gathering**

- Limit the number of employees/visitors into the buildings at any given time such that all present are able to maintain at least a six-foot distance from one another. This will be monitored by the lead staff at each site.

**D. Measures to Keep People at Least Six Feet Apart**

- Signs placed in all public areas indicating the need to remain at least six feet apart
- Tape placed at least six feet apart on the floor leading up to the reception tables at all sites
- All employees have been instructed to maintain at least six feet distance from clients and from each other.

**E. Measures to Increase Sanitation**

- Designated restrooms normally open to employees will remain open, assuming employees have completed health screenings.
- Since we are not providing direct in-person services to clients, PLN restrooms will not be open to the public.
- Disinfecting all pens, pencils after use by the public
- Disinfecting all high-contact surfaces frequently (e.g., reception window counters, door handles, stair rails, microwaves, etc.).

**You may contact the following person with any questions comments about this protocol:**

**Contact Name: Sarah Figueroa, Chief Operating Officer**

**Phone Number: 323-514-2428**