

# Guidelines, Policies and Procedures for the Return to Work (Non-School Sites)

A Guide for Directors, Supervisors, Staff, Student Trainees, and Visitors

*Last Revised 6/2/21*

*These guidelines, along with policies and procedures are a work in progress and will be updated as we receive continued input from the Los Angeles Department of Public Health, Centers for Disease Control, stakeholders (clients, staff, visitors and community members). The ultimate goal is to implement a sequential return to work that supports and maximizes success for all clients, staff, visitors while doing everything reasonably possible to ensure the health and safety of our staff, visitors and community. However, despite all our efforts there will be moments where we cannot guarantee social-distancing and/or the spread of COVID-19 at our sites. If you witness any guideline/procedure violation listed below, immediately inform your site director or supervisor.*

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## CONTEXT

The onset of the COVID-19 global pandemic triggered unprecedented government mandated shelter at home orders. Effective March 16, 2020, the Los Angeles Public Health Officer (Public Health) recommended the suspension of classroom instruction, with the exception of all early education & child care centers, in an effort to mitigate the spread of the virus. Simultaneously Governor Newsom issued a statewide stay-at-home order suspending all non-essential work. However, given that Para Los Niños provides critical social services, our Agency was considered an essential business and remained open. As the COVID-19 pandemic enters a new phase, PLN has developed a coordinated plan to safely guide our staff back to the workplace. Our top priorities are the health and safety of clients, staff and the community, and they are guided by directives from our public health officials. To reduce the impact of COVID-19 outbreak conditions, it is important for staff, clients, visitors and community members to plan for COVID-19. Planning for COVID-19 may involve updating plans to address the specific exposure risks, sources of exposure, routes of transmission, and other unique characteristics of SARS-CoV-2 (i.e., compared to pandemic influenza viruses).

## GUIDING PRINCIPLES

Para Los Niños (PLN) is committed to the following guidelines, policies and procedures for 2020-21 fiscal/program year:

1. Health and safety of clients, staff, families and visitors;
2. Maintaining continuity of instruction and services to the community;

3. Ensuring access and equity for all clients;
4. Communication with staff, visitors and community partners;
5. Ensuring flexibility to meet the needs of all clients and staff while maintaining fiscal strength.

## BEST PRACTICES

Directors and staff will make every effort to implement and share best practices including:

- a. Regular safety meetings with all staff;
- b. Screen all staff/visitors before entry;
- c. Stay home if showing or experiencing any sign of sickness;
- d. Post signage of COVID 19, risk assessment and preventative measures;
- e. Volunteers are not permitted at this time;
- f. Restrict activities and visitors, including volunteers, consultants, vendors and site tours;
- g. Require staff and visitors to conduct hand washing or sanitizing as their first activity upon arrival each day and regularly throughout the day;
- h. Make cleaning supplies for each site readily available;
- i. Clean, sanitize and disinfect frequently;
- j. Keep office materials on site; and not to be shared with others in the office;
- k. Implement social distancing best practices including no shaking hands;
- l. Teach and model social distancing greetings;
- m. Keep emergency contact information up to date with HR.

## PHASED APPROACH TO RETURN TO WORK (RTW)

PLN's Return to Work is a coordinated plan to safely bring back staff, clients and visitors in a phased manner with actions to monitor and maintain relevant preventive and responsive measures. The progression of this phased plan will be aligned with the guidelines set out by the Los Angeles Department of Public Health (LADPH), the California Department of Education (CDE), the Department of Mental Health (DMH), the Department of Children and Family Services (DCFS) the Center for Disease Control (CDC), and other regulatory agencies.

### Phase Progression Benchmarks

PLN will determine the return to work phase of its worksites by assessing the following set of recommended external and internal conditions;

#### **External Conditions:**

- Evidence of decreasing incidence and distribution of COVID-19 illness within the locality/county of PLN locations;
- The implementation/lifting of health and safety orders.

### **Internal Conditions:**

- Site readiness and mitigation measures: PLN's readiness to support restaging/increasing workforce and regional/local plans;
- Elements of facility design and key control measures including site entry, visitors, space for physical distancing, PPE, facial coverings, cleaning policy for shared space (conference rooms, cafeterias, elevators, etc.);
- Process to manage exceptions is defined (i.e., caregivers, personnel with underlying health conditions, etc.);
- Guidelines to self-monitoring practices should be implemented.

## **Phase 1: Essential Work**

Under Phase 1 of the return to work plan, PLN will adhere to the following measures:

- Encourage and enable staff to telework, whenever possible and feasible with business operations;
- Restrict the list of identified essential employees who shall return to the workplace;
- Enforce the strict adherence to all guidelines outlined in the Health & Safety section of this document for all onsite staff and visitors;
- Provide special accommodations for personnel who are, or have household members who are, part of a vulnerable population (elderly individuals OR individuals with serious underlying health conditions, including high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune system is compromised such as by chemotherapy);
- Minimize non-essential business travel, and adhere to CDC guidelines regarding isolation following travel.

## **Phase 2: Controlled Return**

Under Phase 2 of the return to work plan, PLN will adhere to the following measures:

- Continue to encourage and enable staff to telework;
- Ease the restriction on the employees who can return to the workplace;
- Coordinate and manage the schedule for on-site deployment of staff on a rotational basis in order to maintain effective social distancing;
- Continue to enforce the strict adherence to all guidelines outlined in the Health & Safety section of this document for all onsite staff and visitors;
- Continue to provide special accommodations for vulnerable personnel.

*Note: Due to contractual obligations staff working under the Department of Children and Family Services (DCFS) and the Department of Mental Health (DMH) may be required to resume in-person/in-home client visits. However, Directors for those programs will work very closely with above named agency officials to mitigate any potential risk of contracting Covid-19 or not being able to Social Distance when visiting clients.*

## Phase 3: Complete Return

PLN will assess the situation in accordance with local/state governmental guidelines bearing health and safety of staff, families and visitors to a full return and resume unrestricted staffing of work sites.

## Teleworking and Emergency Leave Policies

PLN has adopted teleworking and emergency leave policies in alignment with Phase 1 and Phase 2 of the above Return to Work plan. Please reference the [Key Documents](#) section below for more details and guidelines around these policies.

## REVISED VISITORS POLICY

Our revised visitor policy defines the rules for receiving essential guests (maintenance vendors, student trainees, and government entities) at our sites during the current pandemic and for the duration of current orders. The purpose of this policy is to protect the safety and security of our staff and visitors. During this time, we ask for your support in limiting your visits to our sites, unless deemed necessary and/or for the sole purpose of providing a required service. It is our hope that together we can limit the exposure to the virus by calling with questions and/or requesting virtual meetings instead. If an in-person meeting is necessary, please call ahead for an appointment. Due to social distancing we can only accommodate 2 people at a time in most of our lobbies across the agency.

Visitors to the campus during this period will abide by the following policies:

- Visits to the site by individuals other than staff and clients are avoided whenever feasible;
- Parents of clients are encouraged to conduct business with program personnel remotely when possible;
- Visitors are by appointment only and are pre-registered in a visitor log that includes a visitor's name, phone number and email address. Visitors are instructed to come to their appointments alone. If a visitor must be accompanied by another person (e.g., for translation assistance, or because the visitor is a minor, or has minors that need care) their information is captured in the visitor log;

- As an added measure for our staff and visitors we will temporarily not be allowing visitors/student trainees on any PLN site without prior appointment/registration.

## Prior to entering the facility

- All visitors will be asked to read and truthfully answer the screener intake.
  - Any visitor who refuses to read the screener and/or answers “yes” to any of the questions on the screener will be denied access to the site.
- All visitors, including any children 2 years of age and older, will be asked to wear a face mask before entering the site as mandated by the State.
  - All visitors must wear their face mask during the duration of the visit. A disposable mask will be provided to you if you do not have one.
- All visitors will always be expected to follow paths of travel and stay six feet apart.

## Upon entering the facility

- All visitors must sign in with the receptionist and log the time of entry;
- Visitors will be asked to provide the receptionist with the following information:
  - ✓ Name
  - ✓ Contact information (email and phone number)
  - ✓ Reason for visit
  - ✓ The name of the person they are visiting;
- Every visitor will receive a guest badge, which must be worn at all times;
- Upon request, visitors will be provided a copy of the Health & Safety protocol for review.

## While in the facility

- All visitors must be escorted to their destination within the site
- Visitors must remain in the designated area of visit for the time required to accomplish their meeting or goal for the visit
- Visitors must abide by all the guidelines outlined in the Health & Safety section of this document

## Leaving the facility

Upon completing the visit, visitors must check-out at the reception desk and log the time of exit.

## Check-in Log:

Staff and visitors must self-check-in at the reception desk and record their In/Out times while entering and leaving the PLN facility. Check-in log shall be referenced for contact tracing as necessary.

## HEALTH & SAFETY GUIDELINES

PLN will follow all sanitation and hygiene practices and protocols recommended by the Centers for Disease Control (CDC) and California Department of Public Health (CDPH). PLN will adjust its practices and protocols as CDC and CDPH guidelines, best practices, and health officer orders are revised.

### Daily Home Checks and Screening

It is vital that all parents and guardians keep clients at home if they are sick and until a fever has been gone for a minimum of 24 hours without the use of medicine. Each site has access to a touchless thermometer and will take the temperature of all clients and visitors before arriving at PLN location.

PLN will use a *Passive Screening Protocol* for staff screening. Staff will be instructed to “self-screen” before leaving for work, check for symptoms outlined by CDC, complete the COVID questionnaire (outlined below) and stay home if they have any symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19.

### Daily Health Screener Intake:

Parents/Guardians (on behalf of the client who is a minor), staff, and visitors will be required to respond to the following questionnaire daily:

PLN is working around the clock to stay on top of the evolving COVID-19 situation. Our first priority is the health and safety of our staff, students and community. Accordingly, all personnel will need to answer screening questions daily at the entrances upon their arrival of the below health screener.

In the past 24 hours, have you experienced any of the following symptoms that cannot be attributed to any other illness:

#### **1. Do you have a Covid-19 test scheduled in the coming week?**



- a. Yes    b. No
2. Have you taken a Covid-19 test in the last 14 days? (If yes, contact Mayra Flores)  
a. Yes    b. No
3. In the last two weeks, did you have close contact (less than 6 feet of an infected person for at least 15 minutes) with someone with symptoms of COVID-19, tested for COVID-19, or diagnosed with COVID-19  
a. Yes    b. No
4. Have you recently been in contact with anyone who has tested positive for COVID-19?  
a. Yes    b. No
5. Fever or chills:  
a. Yes    b. No
6. New Dry Cough:  
a. Yes    b. No
7. Nausea or vomiting:  
a. Yes    b. No
8. Diarrhea:  
a. Yes    b. No
9. Aches and Pains:  
a. Yes    b. No
10. Congestion or Runny Nose:  
a. Yes    b. No
11. Sore throat:  
a. Yes    b. No
12. Fatigue:  
a. Yes    b. No
13. Headaches:  
a. Yes    b. No
14. Shortness of breath or difficulty breathing:  
a. Yes    b. No

**15. New loss of taste or smell**

- a. Yes    b. No

**The following question is for staff or student trainee ONLY**

**16. Have you recently traveled out-of-state via mass transit or to a high risk area or “designated hot spot” as defined by the [CDC Covid Data Tracker](#)?**

- a. Yes    b. No

**If answers to any of the above questions are a “yes” from 1-15, please contact your program receptionist where they will note your absence.**

**If you answer “yes” to question 16, please contact Deanette Brewer in Human Resources.**

## PLN Covid-19 Travel Policy

PLN has been at the forefront of monitoring and continuing to address the effects of COVID-19 on our operations and the personal lives of our community. We have all undeniably been impacted by the pandemic, and our team is committed to complying with all federal, state, and local health agencies’ recommendations and guidelines to mitigate risk to our community.

In accordance with updated CDC and local health department guidelines, we are revising our travel policy. Note that at this time, PLN is still not permitting any business travel

Traveling to gather with people who live outside of your immediate household poses a risk to our community and those we serve. As such, PLN’s recommends that employees avoid all non-essential travel, especially for travelers who are not fully vaccinated. This recommendation is consistent with guidance from the California Department of Public Health. Our students, colleagues and the communities we serve depend on us to take all appropriate steps to slow the spread of the virus and to stay healthy ourselves so that we can continue serving the public at this critical time.

### **RETURN TO WORK POST-TRAVEL WITHIN THE U.S.:**

**Fully vaccinated staff:**

- Will be permitted to immediately return to work after domestic travel. As per CDC guidance, vaccinated individuals should take the following steps when they travel:
  - During Travel
    - Wearing a mask over your nose and mouth is required on planes, buses, trains, and other forms of public transportation traveling into, within, or out

of the United States and in U.S. transportation hubs such as airports and stations.

- Follow all state and local recommendations and requirements, including mask wearing and social distancing.
- After Travel

Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms.

**Unvaccinated Staff:**

- Quarantine and self-monitoring are required\* for all non-essential travelers who are not fully vaccinated arriving in or returning to the County of Los Angeles from other states or countries, as follows:
  - Quarantine for 7 full days after travel if they get tested and get a negative COVID-19 viral test (swab or saliva) result from a specimen collected 3-5 days after their arrival.
  - Quarantine for 10 full days after travel if they did not get tested with a COVID-19 viral test after their arrival.
  - For 14 days after their arrival, continue to self-monitor for symptoms of COVID-19, and avoid being around people who are at increased risk for severe illness. They must isolate and should get tested if symptoms develop.
    - \*Persons who have recovered from laboratory confirmed COVID in the past 3 months (90 days) and are asymptomatic do not need a viral test and do not need to quarantine. However, they must monitor their health for symptom of COVID-19 for 14 days after their arrival. Recovered from COVID-19 is defined as having completed isolation.
- As per current CDC guidance, if you are not fully vaccinated and must travel, you should take the following steps to protect yourself and others from COVID-19:
  - Before you travel:
    - Get tested with a viral test 1-3 days before your trip.
  - While you are traveling:
    - Wear a mask over your nose and mouth. Wearing a mask is required on planes, buses, trains, and other forms of public transportation traveling into, within, or out of the United States and in U.S. transportation hubs such as airports and stations.
    - Avoid crowds and stay at least 6 feet/2 meters (about 2 arm lengths) from anyone who is not traveling with you.
    - Wash your hands often or use hand sanitizer (with at least 60% alcohol).
  - After you travel:
    - Get tested with a viral test 3-5 days after travel AND stay home and self-quarantine for a full 7 days after travel.
    - Even if you test negative, stay home and self-quarantine for the full 7 days.
    - If your test is positive, isolate yourself to protect others from getting infected.
    - If you don't get tested, stay home and self-quarantine for 10 days after travel.

- Avoid being around people who are at increased risk for severe illness for 14 days, whether you get tested or not.
- Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms.
- Follow all state and local recommendations or requirements.

### **INTERNATIONAL TRAVEL:**

PLN strongly recommends against personal international travel as part of a broader effort to limit the transmission of COVID-19 from place to place. For those who travel abroad, please be aware of the following policies that apply when returning to the U.S. and to PLN after international travel.

#### **Fully vaccinated staff<sup>1</sup>:**

- Before you arrive in the United States:
  - All air passengers coming to the United States, including U.S. citizens and fully vaccinated people, are required to have a negative COVID-19 test result no more than 3 days before travel or documentation of recovery from COVID-19 in the past 3 months before they board a flight to the United States.
- After travel:
  - Get tested with a viral test 3-5 days after travel.
  - Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms.
  - Follow all state and local recommendations or requirements after travel.

#### **Unvaccinated Staff:**

- Before you arrive in the United States:
  - All air passengers coming to the United States, including U.S. citizens and fully vaccinated people, are required to have a negative COVID-19 viral test result no more than 3 days before travel or documentation of recovery from COVID-19 in the past 3 months before they board a flight to the United States.
- After you travel:
  - Get tested with a viral test 3-5 days after travel AND stay home and self-quarantine for a full 7 days after travel.
  - Even if you test negative, stay home and self-quarantine for the full 7 days.
  - If your test is positive, isolate yourself to protect others from getting infected.
  - If you don't get tested, stay home and self-quarantine for 10 days after travel.
  - Avoid being around people who are at increased risk for severe illness for 14 days, whether you get tested or not.
- Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms.
- Follow all state and local recommendations or requirements.

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<sup>1</sup> As per the CDC., people are considered fully vaccinated\*: 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine. If you don't meet these requirements, you are NOT fully vaccinated.

## Reminder

PLN is committed to protecting the health and well-being of our staff, students, and families. As such and as stated above, PLN encourages staff to limit all non-essential travel, in line with CDC guidelines. However, we recognize that employees may be required to travel for personal reasons and/or may decide to travel on their personal time.

Accordingly, in order to ensure a healthy workplace and for the safety of the students/clients and their families, it is required that any employee disclose any travel plans or recent travel to PLN's VP, Human Resources. PLN will require all CDC, state and local health department recommendations are met before an employee return to the workplace. Employees are required to complete an attestation upon returning from travel before coming back to the workplace.

Employees who are required to isolate or quarantine and are unable to work or telework might be eligible for PLN paid sick leave. Please see PLN's COVID-19 Paid Sick Leave Policies or contact Human Resources for more information.

## Social Distancing Policy

PLN takes the health and safety of its staff and visitors very seriously. With the spread of coronavirus (COVID-19), PLN must remain vigilant in mitigating the outbreak. In order to be safe and maintain operations, EVERYONE (including essential student trainees) are required to adhere to this Social Distancing Policy.

Staff, visitors and clients are instructed to abide by the following guideline:

- Maintain at least six feet distance from each other at all times;
- Employ measures to ease foot traffic during peak hours;
- Occupy workspaces that are at least six feet apart. Wherever possible, workstations and other furniture are arranged to best support physical distancing;
- Minimize use of shared office supplies, tools, and equipment; and disinfectant all supplies frequently and in between use;
- Implement and utilize contactless doors and trash cans wherever possible;
- Be mindful of "traffic jams" and "high-risk areas" where visitors, clients, and staff tend to stand together, such as hallways, stairs, elevators, and break areas- remember to maintain social distance. Visitors and staff may need to stand back and wait for the area to clear;
  - Whenever possible program employees will be asked to be present in hallways as clients enter, exit, and other times throughout the day as needed to assure physical distancing;
- Follow guidelines for one-directional hallways and stairwells when applicable to minimize traffic;
- Where lines tend to form on site (e.g., front entrance, stairs, gates, restrooms etc.), tape or other markings have been placed to help maintain a minimum six feet between people;

- No group lunches, co-mingling among other clients or other joint meals are permitted while this Social Distancing Policy remains in effect, unless you are able to maintain social distancing in open air areas;
- If small groups (within the guidelines) need to meet, do so in an area with adequate space to maintain social distancing and open air if possible;
- Face coverings are not a substitute for social distancing;
- Remind your visitors, clients and co-workers of this policy where necessary.

If you observe any violations of this policy, contact the Site/Program Director or Deannette Brewer in Human Resources immediately.

Please be advised that failure to follow PLN's Social Distancing Policy may result in disciplinary action.

If you have any questions about any aspect of this policy, please contact Deannette Brewer immediately at 213.250.4800 ext. 508

## Cleaning & Sanitizing

- All PLN school & non-school sites will be equipped with cleaning, sanitation and disinfectant supplies (i.e., hand sanitizer, gloves, sanitizing and disinfectant solutions);
  - ✓ Cleaning equipment will be available throughout the sites and at the entrances for staff and visitors;
- All PLN staff will be trained on how to properly clean, sanitize and disinfect work spaces, classroom spaces, high touch areas, and surfaces in accordance with Public Health and CDC recommendations;
- Programs that use manipulatives or other therapeutic materials for therapy are responsible for disinfecting them after every use.
- Cleaning, disinfecting, and sanitizing schedules for sites based on CDC guidelines have been designed.
- All staff will implement regular cleaning and disinfecting procedures throughout the day;

## Personal Protective Equipment (PPE)

All staff will be trained to implement best practices in the use of Personal Protective Equipment (PPE), including, but not limited to:

- Wearing a face covering at all times (refer to face covering guidelines)
- Wearing proper PPE when cleaning, sanitizing, and disinfecting copy machines, light switches, thermostats, etc.,
- Cleaning, sanitizing and disinfectant surfaces and high touch areas within their office space
- Setting and following a hand washing schedule for staff and visitors upon arrival, before and after going to the restroom, and regular intervals throughout the day

- Working with staff/visitors using physical barriers (i.e., face shield) if needed when Social Distancing is a challenge

## Face Mask Policy

The Centers for Disease Control (CDC), the State of California and the Public Health Officers for several counties have issued mandates regarding the use of face coverings in an effort to slow the spread of COVID-19 and to help people who may have the virus and do not know it from transmitting it to others.

In order to comply with the federal, State and County directives to slow the spread of COVID-19 and to better protect our staff from exposure to COVID-19, PLN has implemented a face covering policy.

Effective immediately and until further notice, all employees, clients over the age of two, and essential visitors are required to wear a face mask at all times when on a PLN site.

PLN has purchased face masks for all employees and students to use in the workplace/school sites. When your personal mask has been forgotten, damaged or lost. These face masks will be distributed to all. You may use your own face covering, if preferred, so long as the use and care guidelines below are followed.

Staff working alone in their workplace or offices do not need to wear face coverings, but any time an employee is in a common area or within six feet of another person, the employee must be wearing a face covering.

***Exemptions to this policy will only be made with a note from a doctor.***

### Face Covering Appropriate Use Guidelines

Face coverings are only effective for protection if they are handled, worn, stored and disposed of properly. Even when wearing a face covering, clients, staff, visitors and employees are required to maintain social distancing (six feet of space between each person) when possible. Clients Staff, visitors, employees and student trainees are also required to adhere to the following guidelines when wearing a face covering:

- Practice proper hand hygiene. Before and after handling the face covering (to put on, adjust, or take off), either wash your hands or use hand sanitizer to reduce cross-contamination risk. The outside of the face covering is considered dirty;
- To ensure that you are wearing the face covering properly, make sure the face covering is fitted over your ears and is covering your nose, mouth and chin;

- Mark the outside of the face covering in some way so you can easily identify which side is the outside of the face covering and handle it accordingly. Consider marking the outside with your initials in permanent ink;
- Remove the face mask covering while eating during your meal period;
- Do not touch the outside of your face mask while it is on your face;
- Don't pull your face mask below your chin while you are wearing it. Leaving the face mask dangling or improperly fitted to your face creates opportunities for cross-contamination;
- After removing a face mask, please inspect it to see if it is torn, wet, or soiled
  - ✓ If it is, please throw it away and obtain a new face mask from the Office Manager
  - ✓ If not, please properly store the face mask as follows:
    - § Fold the face mask in half so that the outside surfaces are touching
    - § Place the face mask into a clean bag or container
- We recommend you keep a *paper bag or plastic zip-lock* handy for storing the face covering every time you take it off;
- Always store a face covering in a clean place. Never store it in a backpack, purse, or pocket.

REMEMBER — The use of a face covering is not a substitute for physical distancing, washing hands, and staying home when ill.

Please be advised that failure to follow PLN's face covering policy may result in disciplinary action.

## Signage

Throughout all of PLN you will see the following signs to remind you of State mandates, local public health notices, and other important information with the expectations that everyone will oblige by them. These signs can be found at the front door of every site and/or throughout the building:

- Stay 6ft apart
- Wear a mask
- Cover your cough or sneeze
- Proper handwashing
- Covid-19 Symptoms

## DETECTION & RESPONSE

### COVID-19 Compliance Task Force

As required by the County of Los Angeles Department of Public Health, PLN has established a COVID-19 Compliance Task Force who will be responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and clients receive education about COVID-19.



Gabriela Herrera, the assigned COVID-19 Compliance Officer who serves as a liaison to DPH in the event of a COVID-19 cluster or outbreak will be onsite.

## COVID Symptoms

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

You can find more information on Covid-19 symptoms here:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

## Signs of Illness

Staff and visitors will be asked to self-monitor for signs of illness throughout the day including:

- Headache or tiredness;
- Inability to participate in routine activities or need more care;
- Fever with behavior changes, difficulty breathing, uncontrolled coughing, unusually tired, persistent crying, etc.;
- Runny nose with colored mucus.

## Emergency Contact Information

It is important that you review and continuously update your emergency contact information on Paycom if you are an employee, or with your program manager. This information will be used to communicate with your emergency contact in the event of illness.

## Infectious Period

- A case is considered to be infectious from 48 hours before their symptoms first appeared until the time they are no longer required to be isolated (i.e., no fever for at least 24

hours, without the use of medicine that reduce fevers AND respiratory systems have improved AND at least 10 days have passed since symptoms first appeared).

- A person with a positive COVID-19 test but no symptoms is considered to be infectious from 48 hours before their test was taken until 10 days after their test.

## Response to positive case of COVID:

Should an **adult** staff member, student trainee or visitor exhibit symptoms of COVID-19 while on site, they will be removed from the PLN location and asked to consult with their healthcare provider and keep PLN administration informed of their status. As essential workers, [ALL PLN staff are eligible to be tested](#). If a staff member is exhibiting symptoms of, or is likely to have COVID-19, specific detailed information is provided in the most recent public health orders:

- [July 23, 2020 Public Health Emergency Isolation Order;](#)
- [Health Officer's Order's Impact on Daily Life FAQs;](#)
- [Testing Eligibility and Other Resources;](#)
- [Home Isolation Instructions for People with COVID-19 Infection.](#)

Supervisors are to notify VP of Human Resources, Deanette Brewer, as soon as it is known that a staff member has tested positive. The employee will be contacted and the protocol will be discussed with them. ***No staff should return to the worksite without an explicit notification from HR that they are cleared to return to work.***

Should a **client** exhibit symptoms of and/or screen positive for COVID-19 at entry or at any point during the day, he/she will be given a surgical mask and escorted to a pre-selected isolation space where they can remain while arrangements are made for their return home. Should a staff/essential visitor exhibit symptoms while on site, they should immediately notify their supervisor (on-site contact) and leave the premise.

### **In the event of exposure on any site the following steps will be taken:**

- Remain calm and objective;
- Isolate the potentially infected client from other individuals while information is being gathered and family is being contacted for pick-up;
- Immediately notify the Program Director/Program Supervisor;
- Program Director/Program Supervisor should then immediately contact the COVID-19 Compliance Task Force;
- Program Director/Program Supervisor and HR will conduct an assessment as follows:
  - ✓ Focus on obtaining facts and making factual statements;
  - ✓ Gather and document as much information as possible regarding the students/staff/visitors that may have been exposed for contact tracing purposes.

- If a client/staff/visitor is confirmed to have COVID-19, PLN will inform all who may have come in close contact with the individual of their possible exposure to COVID-19 at the site. Confidentiality when sharing this information will always be upheld and no more facts than necessary will be shared;
- Clients/staff/visitor exposed to someone with a confirmed COVID-19 diagnosis should follow the home isolation instructions referenced above;
- If you would like to be tested to confirm your possible exposure, you can make an appointment here: <https://corona-virus.la/covid-19-testing>;
- For any suspected or confirmed COVID-19 infections we will follow CDC and local public health guidance regarding cleaning and disinfection recommendations. <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/>;
- For confirmed cases of COVID-19, PLN will report it to CADPH and CalOSHA for recordability and reportability under recordkeeping rules.

### Incident Reporting/Contact Tracing for Possible Exposures:

The Compliance Task Force will abide by the following incident reporting procedure:

- If program is notified of **1 OR 2 confirmed case(s)** (client/staff/visitor), the Compliance Task Force should:
  - Requests the case(s) to follow Home Isolation Instructions for COVID-19 [www.publichealth.lacounty.gov/acd/ncorona 2019/covidisolation/](http://www.publichealth.lacounty.gov/acd/ncorona 2019/covidisolation/);
  - Inform the case(s) that DPH will follow up directly through the DPH Case and Contact Investigation Program to collect additional information and issue the Health Officer Order for Case Isolation;
  - Work with the identified case to generate a list of clients and employees with exposure during the [infectious period](#). A person is considered to have been exposed if they were within 6ft of the infected person for more than 15 minutes (even if a non-medical face covering was worn), OR if they have had unprotected contact with the infected person's body fluids and/or secretions (e.g. being coughed or sneezed on, sharing utensils, providing care without appropriate PPE);
  - The list, including names and contact information of the exposed individuals is submitted to DPH by the Compliance Officer within 1 business day of notification of a confirmed case;
  - Exposed clients and employees are notified by the Compliance Task Force through a letter or other communication strategies. The Exposure Notification letter should follow this [template](#).
- In the event that **1 or more cases** are identified in the program within a span of 14 days:
  - The cluster will need to be reported to the DPH Acute Communicable Disease Control (ACDC) Education Sector Team within 1 business day of notification of

the cluster at: [ACDC-Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov) or call (888) 397-3993 or (213) 240-7821;

- Complete Line List for Cases and Contacts, available at: [COVID-19 Case and Contact Line List for the Educational Sector](#) and submit to [ACDC-Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov) . For technical assistance on how to complete the line list contact [ACDC-Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov);
- The ACDC Education Sector Team will review Line List for Cases and Contacts to determine whether the outbreak criteria have been met. The ACDC team will contact the school within 1 business day of receipt to advise on next steps;
- If it is determined that outbreak criteria are not met, continue with routine COVID-19 exposure monitoring;
- If it is determined that outbreak criteria are met, DPH Outbreak Management Branch (OMB) is activated;
- An OMB public health investigator is assigned to coordinate with the program on outbreak management for the duration of the outbreak investigation;
- Program Compliance Task Force will submit requested information, including updates to the Line List for Cases and Contacts to the OMB Investigator until the outbreak is resolved (at least 14 days since the last confirmed case).
- **Programming and Mental Health Center will only be closed at the directive of the Los Angeles Department of Public Health.**

## COMMUNICATION:

### OneCALL Messaging System

- It is important to update all the numbers that you wish to be reached at when messages are being sent by the program or agency;
- Information will continue to be shared regularly with clients/guardians by their Director/Program Supervisor;
- In the event of an emergency, the OneCALL system will be used to inform all clients/guardians and staff.

### PLN Website

- Current and up to date information will be posted regularly;
- Clear information about hours, the required use of face coverings, policies in regard to making appointments, and other relevant issues will be available:  
<https://www.paraloseninos.org/covid-19/>.

## Visitor and Staff Feedback:





- We are ALWAYS open for feedback on the things that are going great and those that we can improve on. We encourage everyone to share with your program or center any thoughts that you feel will benefit the safety and wellbeing of our staff and visitors.

## Staff Training:

All staff and student trainees will participate in a virtual training to review the context, guiding principles, and health and safety practices described in this plan. An emphasis will be placed on teaching and practicing infection control measures detailed in this plan.

## KEY RESOURCES

### Key Documents

Title	Attachments
PLN Temporary Covid-19 Emergency Paid Sick Leave and Emergency Family Medical Leave Expansion Policy	 PLN Temporary Covid-19 FFCRA (EPSL)
PLN Covid-19 Public Health Emergency Temporary Telecommuting Policy	 PLN Coronavirus COVID-19 Public Health
PLN Covid-19 Teleworking Employee Equipment Policy	 PLN COVID-19 TELEWORKING EMPLOYEE
PLN Covid-19 Injury and Illness Prevention Program (IIPP)	 PLN IIPP Covid-19 Supplement - 9.4.2021

### External Resources

- [March 13, 2020 Public Health Advisory on Novel Coronavirus \(COVID-19\)](#)
- [March 14, 2020 Environmental Health Advisory for Cleaning Community Spaces](#)

- c. [County of Los Angeles Department of Public Health – Protocols for K-12 Schools](#)
- d. [Reminders for Using Disinfectants at Schools and Childcare Centers](#)
- e. [CDC Environmental Cleaning and Disinfecting Recommendations](#)
- f. [CDC Guidance for Cleaning and Disinfecting](#)
- g. [CDC Guidance for Phased Reopening Gating Criteria](#)
- h. [OSHA Guidance on Preparing Workplaces for COVID-19](#)
- i. [Frequently Asked Questions](#)
- j. Communicable Disease Nurse line available 9:00 am - 5:00 pm M-F  
**(213) 240-7941**
- k. Spanish translation (to follow)

## CONTACT

If you have any questions about this overview document, staffing, and logistics, please contact:

### Return to Work Plan Contacts

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Deanette Brewer	VP, Human Resources	<a href="mailto:dbrewer@paralosninos.org">dbrewer@paralosninos.org</a>

### COVID-19 Compliance Task Force Personnel

Name	Role	Email
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