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## **COVID-19 SAFETY PLAN**

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# COVID-19 Safety Plan

Creative Alternatives values the health and safety of all clients, employees, visitors, and contractors/vendors. This plan communicates the agency's response to the COVID-19 global pandemic. The agency's goal is to protect the health and safety of our clients and workers during this pandemic. Creative Alternatives has designated a COVID Prevention Coordinator through the Human Resources (HR) Department to be the contact for all related questions about the COVID-19 plan.

## **Compliance**

The agency will comply with any and all local, state, and federal response efforts, emergency response orders, or recommendations from various health agencies, including but not limited to: Occupational Safety and Health (OSHA), California Division of Occupational Safety and Health (Cal/OSHA), Centers for Disease Control and Prevention (CDC), California Department of Public Health and County Public Health Departments, Department of Education, and Community Care Licensing.

To ensure the safety of our clients, employees, and contractors/vendors, we ask that all employees comply with the COVID-19 safety plan. This plan will be updated as needed, ensuring that all workers are protected as this pandemic evolves and changes our workplaces. It is possible that part of this COVID-19 safety plan may require to be practiced differently depending on the program and the regulatory body that oversees it.

## **Communication**

We will communicate through various methods such as email, facility notices, and in person in efforts to maintain the health, safety, and security in our changing workplaces. The agency will monitor new directives given and relay any updates and changes as they arise.

## **Group Work**

The agency will commit to not allowing employees to have large gatherings of people greater than the established mandates and follow any updates from the professionals in response to this pandemic, such as: Cal/OSHA, OSHA, CDC, and local Public Health. In order to comply with existing regulations, CA will be using emails, FaceTime, Zoom, meetings at a safe distance, or other technology.

## **Personal Protective Equipment**

We have an adequate supply of recommended PPE, which includes mask (cloth, surgical, and N 95), face shields, gloves, gowns, etc. If a contractor, vendor, or visitor is to enter the premises, we will ensure that they are provided with the appropriate protective equipment.

## **Responsibilities**

### COVID Prevention Coordinator:

- Train all employees on safety procedures, changes in workplaces, and new requirements related to COVID-19.
- Implement, monitor, and update the procedure as needed.
- Maintain compliance with this program for all employees in the workplace.
- Notify clients, employees, contractors/vendors, and visitors if an employee tests positive for COVID-19.
- Encourage workers to convey anything that compromises their safety in relation to COVID-19.
- Review this plan with all employees and maintain documentation of training.

- Identify work related health risks or exposures to COVID-19.
- Ensure policies and procedures of social distancing is enforced when appropriate.
- Identify essential tasks required in a job that may create or have inherent COVID-19 exposures. Convey these findings and develop/implement a plan for business operation. Monitor the plan and make any applicable changes to procedures if an uncontrolled exposure arises.
- Monitor and use the latest COVID-19 health standards developed by leaders in the COVID-19 response efforts, such as: Cal/OSHA, OSHA, CDC, and state/local Public Health.
- Provide employees with two layered face masks/disposable masks/N95 masks or encourage employees to use their own two layered face mask for use whenever employees may be in the workplace with other persons.
- Review with employees that cloth face masks are not personal protective equipment (PPE), but combined with physical distancing of at least six feet, they may help prevent infected persons without symptoms from unknowingly spreading COVID-19.
- Implement the COVID-19 safety plan to all employees.
- Monitor and investigate any possible violations of the policy.
- Assess the worksite to identify, monitor, or change any possible exposure to COVID-19.
- Notify management immediately if any workers on the site have tested positive for COVID-19, whether that individual is an employee of the agency or not.
- Notify HR if there are any concerns of exposure to COVID-19, or if there are existing uncontrolled hazards on the worksite.
- Convey best practices with employees and changes as they evolve.
- Not allow any large gatherings of people greater than the established mandates. When possible, ensure distances are maintained from other employees while at work or working with other trades on the jobsite.
- Monitor this plan, periodically assess, and convey any changes that may improve it to HR.

If an employee is confirmed to have COVID-19 infection, the following steps should be followed:

1. Immediately notify management.
2. Contact employees, clients, contractors/vendors, visitors and all other relevant personnel.
3. If anyone has been exposed to an individual who has COVID-19, immediately separate them from others to quarantine (STRTP employees are able to quarantine within same facility of the shared exposure per Public Health if not positive or exhibiting symptoms).
4. Conduct an incident investigation.
5. The infected person should stay home unless they need medical care. When seeking medical care for an individual, notify the medical provider ahead.

Employee:

- If you have symptoms of COVID-19, such as fever, cough, shortness of breath, runny nose, loss of taste and smell, notify your supervisor and stay home.
- Do not place your own health or others well-being at risk. If you have been exposed to COVID-19, or if there may be a possible risk of exposure, notify your supervisor.
- Wear appropriate face covering as instructed or required by your employer or in the COVID-19 response efforts, such as: Cal/OSHA, OSHA, CDC, local Public Health.

- Practice good hygiene and follow etiquette – cover your coughs and sneezes using the elbow technique or a tissue. Wash your hands with soap and water for at least 20 seconds or clean your hands with a 60% or greater alcohol-based hand sanitizer.
- Do not share workspaces (desks, offices, cubicles) and work items (phones, computers, tools, equipment), and other “high touch” instruments. Clean the surfaces of these items as frequently as possible.
  - If items must be shared, clean and disinfect shared workspaces and work items before and after each use. Clean the surfaces of these items as frequently as possible.
- If you encounter a possible exposure to COVID-19 at your worksite, notify your supervisor.
- Ensure the proper use of all PPE (gloves, face shields, gowns, N 95 masks).
- Practice physical distancing and maintain a distance of at least 6 feet between persons at the workplace when possible.
- If you return to work following an illness, promptly report any reoccurrence of symptoms.

## **Training**

Training will be provided in a language that is readily understandable by all employees on the following topics:

- General description of COVID-19, symptoms, when to seek medical attention, how to prevent its spread, and the employer’s procedures for preventing its spread at the workplace.
- How an infected person can spread COVID-19 to others even if they are not sick.
- How to prevent the spread of COVID-19 by using cloth face covers, including:
  - [CDC guidelines](#) that everyone should use cloth face covers when around other persons.
  - How cloth face covers can help protect persons around the user when combined with physical distancing and frequent hand washing.
  - Information that cloth face covers are not protective equipment and do not protect the person wearing a cloth face cover from COVID-19.
  - Instructions on washing and sanitizing hands before and after using face coverings, and how to wash face coverings.
- Cough and sneeze etiquette.
- Washing hands with soap and water for at least 20 seconds or using a 60% or greater alcohol-based hand sanitizer, after interacting with other persons and using shared surfaces or objects.
- Avoiding touching eyes, nose, and mouth with unwashed hands.
- Avoiding sharing personal items with co-workers (i.e., dishes, cups, utensils, towels).
- Providing tissues, no-touch disposal trash cans and hand sanitizer for use by employees.
- Safely using cleaners and disinfectants, which includes:
  - The hazards of the cleaners and disinfectants used at the worksite.
  - Wearing PPE (such as gloves).
  - Ensuring cleaners and disinfectants are used in a manner that does not endanger employees.

## **COVID-19 Infection Prevention Measures**

- Sick employees are to stay home.
- Employees who display a cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, or recent loss of taste or smell will be sent immediately home or to medical care, as needed.
- Employees who are out ill with fever or acute respiratory symptoms will not be allowed to return to work until the following occur:

- At least 24 hours has passed with no fever (without the use of fever-reducing medications) and no acute respiratory illness symptoms; and
- Employees may qualify for compensation while off work under the following: California Paid Sick Leave: Healthy Workplace Healthy Family Act, California Family Rights Act, Family Medical Leave, Disability Insurance, Unemployment Insurance, Workers' Compensation, Vacation Time, CAL/OSHA Emergency Temporary Standard.
- Employees will be encouraged to telework from home when possible.
- Procedures have been established to routinely clean and disinfect commonly touched objects and surfaces such as doorknobs, copy machines, faucets, and TimeTrex, light switches, and phones. These procedures include:
  - Using disinfectants that are [EPA-approved](#) for use against the virus that causes COVID-19.
  - Providing EPA-registered disposable wipes for employees to wipe down commonly used surfaces before use.
  - Following the manufacturer's instructions for all cleaning and disinfection products (e.g., safety requirements, PPE, concentration, contact time).
  - Ensuring there are adequate supplies to support cleaning and disinfection practices.
- If an employee is confirmed to have COVID-19 infection:
  - We will inform employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).
  - Depending on the facility, we may temporarily close the general area where the infected employee worked until cleaning is completed.
  - We clean and disinfect frequently touched surfaces at least daily, including breakrooms, restrooms, with a cleaning agent approved for use by the EPA against coronavirus. If needed, additional cleaning of the entire general area where the infected employee worked and may have been will be completed. A professional cleaning service may be used as well.
    - Employees cleaning the area will be equipped with the proper PPE for COVID-19 disinfection (disposable gown, gloves, eye protection, mask) in addition to PPE required for cleaning products.
- We have advised employees to avoid non-essential travel. However, if they must travel out of state, they must review the [CDC's Traveler's Health Notices](#), current company Travelling Out of State Policy and speak with the HR Department before their departure.

### General Safety

- Don't shake hands.
- Avoid touching your face. Cover coughs and sneezes.
- Increase ventilation by opening windows.
- Limit or prohibit meetings and travel.
- Handle food carefully, avoid sharing of food and water.
- Lunches and breaks should be taken separately if possible.

### Washing Locations

At all work locations, we will provide or make sure proper washing facilities that have an adequate supply of suitable cleaning agents, water, and single-use towels are available.