



**Los Angeles County  
Office of Education**

## **Los Angeles County Office of Education COVID-19 Prevention Program (CPP)**





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This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in Los Angeles County Office of Education (LACOE) facilities. Please review this document, as well as the site specific addendum(s) for the site(s) that you report to for a comprehensive review of the CPP.

### **Table of Contents**

<b>AUTHORITY AND RESPONSIBILITY .....</b>	<b>3</b>
<b>IDENTIFICATION AND EVALUATION OF COVID-19 HAZARDS.....</b>	<b>3</b>
Employee Participation.....	3
Employee Screening .....	3
<b>CORRECTION OF COVID-19 HAZARDS .....</b>	<b>4</b>
<b>CONTROL OF COVID-19 HAZARDS .....</b>	<b>4</b>
Physical Distancing .....	4
Face Coverings.....	4
Other Personal Protective Equipment (PPE).....	5
Engineering controls.....	5
Cleaning and disinfecting.....	5
Shared tools, equipment and PPE.....	5
Hand sanitizing .....	5
Improved Ventilation.....	6
<b>Investigating and Responding to COVID-19 Cases .....</b>	<b>6</b>
<b>System for Communicating.....</b>	<b>6</b>
<b>Training and Instruction .....</b>	<b>7</b>
<b>Exclusion of COVID-19 Cases .....</b>	<b>7</b>
<b>Reporting, Recordkeeping, and Access .....</b>	<b>7</b>

<b>Return-to-Work Criteria .....</b>	<b>8</b>
<b>Supplemental Paid Sick Leave .....</b>	<b>8</b>
<b>LACOE COVID-19 Resources and Testing Plan.....</b>	<b>8-11</b>
<b>Travel Guidance.....</b>	<b>11</b>
<b>Appendix A: Identification of COVID-19 Hazards.....</b>	<b>12</b>
<b>Appendix B: COVID-19 Inspections .....</b>	<b>13</b>
<b>Appendix C: Response to Confirmed or Suspected Cases of COVID-19 .....</b>	<b>14</b>
<b>DEFINITIONS.....</b>	<b>14</b>
Close Contact .....	14
Exposure .....	14
Fully Vaccinated .....	14
WHEN ARE YOU UP TO DATE WITH YOUR VACCINATIONS? .....	14
Home Isolation .....	14
Home Quarantine .....	14
Symptoms.....	15
<b>EMPLOYEE RESPONSIBILITIES.....</b>	<b>15</b>
Notification of Diagnosis, Symptoms, or Contact.....	15
Role in Contact Tracing.....	15
Return to Work.....	15
<b>SUPERVISOR RESPONSIBILITIES .....</b>	<b>16</b>
Notification to COVID-19 Liaison .....	16
Employee Separation .....	16
Area Closure .....	16
Role in Contact Tracing.....	16
<b>COVID-19 LIAISON RESPONSIBILITIES AND CONTACT TRACING.....</b>	<b>16</b>
Facilities Coordination .....	16
Contact Tracing.....	17
Communication .....	17
LACDPH Coordination .....	17
Data Analysis .....	17

## **AUTHORITY AND RESPONSIBILITY**

The Division of Human Resource Services (HRS) has overall authority and responsibility for implementing the provisions of this CPP, and can be contacted at [HRSLaborRelationsStaff@lacoed.edu](mailto:HRSLaborRelationsStaff@lacoed.edu). In addition, all administrators and managers are responsible for implementing and maintaining the CPP and applicable addendum(s) in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

The most effective way employees can protect themselves and others is to take individual responsibility to prevent the spread of COVID-19 at LACOE. In order to assist in maintaining a safe work environment, it is vital that each employee makes the commitment to read and understand this plan, follow the outlined ground rules and procedures, and complete the applicable trainings discussed herein.

## **IDENTIFICATION AND EVALUATION OF COVID-19 HAZARDS**

The identification and evaluation of potential workplace exposures considers all persons who enter or who may enter LACOE facilities, including but not limited to coworkers, students, employees of other entities, members of the public, customers or clients, delivery service workers, and independent contractors.

We will continue to consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations by implementing the following:

- Conduct workplace-specific evaluations utilizing the CPP as an instructional document and **Appendix A: Identification of COVID-19 Hazards form**.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Continuously review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the Los Angeles County Department of Public Health related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

### **EMPLOYEE PARTICIPATION**

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by contacting their supervisors, emailing [HRSLaborRelationsStaff@lacoed.edu](mailto:HRSLaborRelationsStaff@lacoed.edu), or completing the "Reporting COVID-19 Hazards, Symptoms, or Exposures" form found on LACOE's Return to Work webpage.

### **EMPLOYEE SCREENING**

Employees must familiarize themselves with COVID-19 symptoms and the [CDC COVID-19 Symptoms and Self-Screening Procedures](#). COVID-19 symptoms mean any one or combination of the following, unless a licensed healthcare professional determines the person's symptoms were caused by a known condition other than COVID-19:

- Fever of 100.4 degrees Fahrenheit or higher,
- 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

## **CORRECTION OF COVID-19 HAZARDS**

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

LACOE has identified the controls identified in **Appendix B** across its Facilities. HRS, in conjunction with the Division of Facilities and Construction and department managers or site administration, will conduct hazard assessments in the workplace and coordinate correction of hazards in a timely manner when it learns of deficiencies through spot checks, referrals, complaints, or reports of positive COVID-19 case reports.

## **CONTROL OF COVID-19 HAZARDS**

Physical distancing, face coverings, increased ventilation, and respiratory protection decrease the spread of COVID-19, but are most effective when used in combination because particles containing the COVID-19 virus can travel more than six feet, especially indoors. Site specific measures for ensuring the control of COVID-19 hazards can be reviewed in the site's addendum.

### **PHYSICAL DISTANCING**

LACOE has evaluated whether to implement physical distancing of at least six feet between persons or, where six feet of physical distancing is not feasible, the use of cleanable solid partitions of sufficient size to reduce COVID-19 transmission. Site specific measures regarding physical distancing requirements, if any, may be reviewed in the site's addendum.

### **FACE COVERINGS**

As we have done so since the beginning of the pandemic, LACOE will align with the Los Angeles County Department of Public Health's guidelines and recommendations. This means that **as of Monday, March 14, 2022, masks in LACOE offices and buildings will be strongly recommended, but not required. Per the recently updated LACDPH Health Officer Order of September 23, 2022, masks will no longer required in our court schools in correctional facilities. However, federally programs funded will still follow the guidance provided by their federal partners.**

[This aligns with LACDPH's recommendation in their Post Surge Response plan](#) and recent changes to the [LACDPH Health Officer Order](#). You may choose to wear a mask, although not required, but strongly recommended. We care about your safety and have purchased medical grade masks for staff use, upon request. Medical grade masks can be ordered using an XSRQ in BEST.

It is critical that we all be respectful of the choices staff make regarding what masking option works best for them. Although masks will no longer be required as of March 14, 2022, please know that masks will continue to be strongly recommended and welcomed in our buildings as per LACDPH guidance.

According to our public health partners, N95 masks continue to provide a high level of protection, even when individual(s) around them are not wearing masks. These masks are also made available to employees upon request. Please contact your supervisor to receive them.

### **OTHER PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Employees are permitted to wear gloves and other PPE as they deem necessary. LACOE will not require or provide any other form of PPE aside from face coverings unless required by law. 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.

## **ENGINEERING CONTROLS**

We have maximized, to the extent feasible, the quantity of outside air for our facilities with mechanical or natural ventilation systems. Please review the site addendums to determine how ventilation at a particular site has been maximized.

## **CLEANING AND DISINFECTING**

Guidance regarding Custodial Cleaning Operations have been updated to address the COVID-19 pandemic. This includes frequent cleaning of high-touch items and areas, such as doorknobs, tables, buttons, counters, railings, switches, etc. Additionally, protocols have been implemented to clean and disinfect areas in which a person suspected or confirmed to have been infected with COVID-19 has occupied or visited.

High traffic and high touch areas will be cleaned and disinfected on a regular basis. The cleaning and disinfecting schedules are posted in each building.

Each employee is responsible for maintaining personal hygiene and maintaining a clean work area. Employees will have access to sanitizing wipes and hand sanitizer, will be given time to clean their work areas

## **SHARED TOOLS, EQUIPMENT AND PPE**

PPE, including face coverings, gloves, goggles, and face shields, must not be shared.

Additionally, items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where these items must be shared, employees will be expected to utilize sanitizing wipes to clean communal office equipment such as copy and fax machines before and after each use.

Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seat belt buckles, armrests, shifter, etc.) will be disinfected between users.

## **HAND SANITIZING**

In order to implement effective hand sanitizing procedures, we:

- Encourage and allow time for employee handwashing
- Provide employees with an effective hand sanitizer, and prohibit the use of hand sanitizers that contain methanol (i.e. methyl alcohol)
- Encourage employees to wash their hands for at least 20 seconds each time
- Place hand sanitizing stations at facility entrances, and to departments through the Division of Facilities and Construction. Hand sanitizer solutions meet minimum requirements for effectiveness.
- Ensure hand washing facilities are available in all facility restrooms.

## **IMPROVED VENTILATION**

- LACOE has made sure that workspaces and schools have good air flow through the effective use of ventilation systems to promote better ventilation and air quality. Other ventilation improvement efforts put in place by LACOE include but are not limited:
  - ✓ to Improvement of central air filtration to a MERV-13 (Minimum Efficiency Reporting Values-13) or the highest compatible with the filter rack and sealing edges of the filter to limit bypass.
  - ✓ Regular replacement of HVAC filters.
  - ✓ Maximized amount of outside fresh air intake (non-recycled air).

- ✓ Installation of portable room air cleaners with HEPA (pleated) filters at LACOE schools.

## **Investigating and Responding to COVID-19 Cases**

LACOE will investigate and respond to COVID-19 cases in the workplace utilizing the protocols found in **Appendix C: LACOE's Response to Confirmed or Suspected Cases of COVID-19**.

Employees who have had potential COVID-19 exposure in our workplace will receive the following:

- Information on the benefits described in Training and Instruction, and Exclusion of Covid-19 Cases, described below.
- Free testing at no cost during their work hours.

## **System for Communicating**

LACOE's goal is to ensure that we have effective two-way communication with our employees. LACOE employees may report potential COVID-19 hazards, symptoms, and exposures without fear of reprisal by contacting their supervisors, emailing [HRSLaborRelationsStaff@lcoe.edu](mailto:HRSLaborRelationsStaff@lcoe.edu), or completing the "Contact Us" form found on LACOE's Return to Work webpage.

Employees with medical or other conditions that place them at increased risk of severe COVID-19 illness can request workplace modifications by contacting the office of Labor Relations at [HRSLaborRelationsStaff@lcoe.edu](mailto:HRSLaborRelationsStaff@lcoe.edu).

Where testing is not required, employees can access COVID-19 testing by contacting their healthcare plan providers or local testing centers. Voluntary testing is available at LACOE's Downey facilities and may be scheduled by contacting HRS.

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.

The office of Labor Relations will contact all employees and other individuals in contact with our workplace and inform them of any COVID-19 hazards that they may be exposed to within twenty-four (24) hours of exposure.

We will continue to update this CPP, and employees are encouraged to check back regularly for modifications.

## **Training and Instruction**

LACOE will provide effective training and instruction through Target Solutions that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits 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.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with wearing face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.

- 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.

## **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.
- 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.
- Providing employees at the time of exclusion with information on available benefits.

## **Reporting, Recordkeeping, and Access**

It is our policy to:

- Report information about COVID-19 cases at our workplace to the Los Angeles County Department of Public Health whenever required by law, and provide any related information requested by the local health department.
- 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.
- Use the protocol identified in Appendix B: Investigating COVID-19 Cases to keep a record of and track 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.
- HRS will maintain records of all case reports in LACOE's Downey Facilities.
- LACOE will notify all employees, unions, and contractors who were present on a LACOE facility in the 48 hours prior to a positive COVID-19 case report. Positive COVID-19 case reports will be communicated within 1 business day contingent on when LACOE is made aware of the referenced COVID-19 case.

## **Return-to-Work Criteria**

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
  - Staff with Covid-19 can end isolation after Day 5 only if all the following criteria are met:
    1. A COVID-19 viral test collected on Day 5 or later is negative.
    2. No fever for at least 24 hours without the use of fever-reducing medicine.
    3. Other symptoms are improving.
  - Staff with Covid-19 can end isolation after Day 10 if both these criteria are met:
    1. No fever for at least 24 hours without the use of fever-reducing medicine.
    2. Other symptoms are not present or are improving.
- Per the Los Angeles County Department of Health, **Health Officer Order issued on April 13, 2022**, (except for employees in high-risk settings) you are not required to quarantine away from other regardless of your



vaccination status, **if you have no symptoms** OR if you have no symptoms **and** previously tested positive using a viral test for COVID-19 in the past 90 days and recovered.

While you are not required to quarantine away from others, you are required to:

- Wear a highly protective mask around others, especially indoors and when near those at higher risk for severe COVID-19 disease, for a total of 10 days after the last contact with a person infected with COVID-19. The mask should be a well-fitting medical mask, a well-fitting respirator, or a well-fitting high filtration reusable mask with a nose-wire, and
- Test as soon as possible (within 3-5 days after your last exposure) to determine your infection status. If you test positive, follow all isolation requirements and Monitor yourself for symptoms for 10 days following your exposure.

## Supplemental Paid Sick Leave

- If you need assistance with requesting the use of 2022 COVID-19 Supplemental Paid Sick Leave (SPSL) benefits, please contact Dr. Fazilet (Faz) Kasri at [Kasri\\_Fazilet@lacoed.edu](mailto:Kasri_Fazilet@lacoed.edu) or by phone at (562) 745-5509. For more information on SPSL, visit this link: <https://www.dir.ca.gov/dlse/COVID19resources/2022-COVID-19-SPSL-Poster.pdf>

## **LACOE COVID-19 RESOURCES and TESTING PLAN**

- Using signage at the entrance of the workplace/school stating that individuals with symptoms and/or a positive COVID-19 test must not enter the premises.
- High-grade masks and Rapid COVID-19 antigen home-test kit are also available at the LACOE Warehouse; please contact your immediate supervisor for more details on how to order these resources **at no cost**.
- LACOE also offers COVID-19 testing to employees **free of charge** at **ECW 610** on **Mondays only from 9:00 am – 3:00 pm**.
- For COVID-19 testing for LACOE school-based employees (except for the Halls/Camps until further notice), please contact the school nurse or the site principal for details.

## **HOW TO GET TESTED**

### **Use an at-home test**

- Test yourself and get results in less than 30 minutes.
- Plan ahead to have test kits on hand before you get sick. Kits are available at most pharmacies without a prescription.

Read more about at-home tests:

- CDC: [Self-Testing](#)
- CDPH: [At-Home Testing – What You Need to Know](#) PDF
  - Translations: [Spanish](#) PDF, [Arabic](#) PDF, [Armenian](#) PDF, [Chinese Simplified](#) PDF, [Chinese – Traditional](#) PDF, [Hmong](#) PDF, [Khmer](#) PDF, [Korean](#) PDF, [Punjabi](#) PDF, [Russian](#) PDF, [Tagalog](#) PDF, [Thai](#) PDF, [Vietnamese](#) PDF

### **Get free tests**

At-home tests you can get at the store are now free or reimbursable for most people.

- **Medi-Cal:** Ask your pharmacist for free at-home tests with no co-pay. See [Medi-Cal instructions for getting free test kitsPDF](#).
- **Medicare:** Bring your red, white, and blue Medicare card to a pharmacy to get your free tests. See details at [Medicare Covers Over-the-Counter COVID-19 Tests](#).
- **Private insurance:** Insurance must pay or reimburse for 8 at-home test kits per month. Ask your insurance company for details. Find out more at [How to Get Your At-Home Over-the-Counter COVID-19 Test for Free](#).

### About expiration dates

Most antigen tests can be used safely past the expiration date on the box. The FDA has approved them for test expiration extensions.

Details:

- All [FDA test extensions](#)
- Extensions for at-home tests in California:
  - [iHealth Tests](#): Three-month extension, issued March 29, 2022
  - [ACON FlowFlex Tests](#): Four-month extension, issued April 22, 2022

Tests can also be used past extended expiration dates if the internal test control continues to function properly. See these guidelines:

- [CDPH Endorsement of CMS GuidancePDF](#)
- [CMS Guidance](#)

### Find testing near you

See a map of testing sites near you:

### [Find a testing location](#)

Other testing sites may be available at [your area's COVID-19 website](#).

### Find Test to Treat locations

At some testing sites, you can get medication for COVID-19 if you test positive and are eligible. These sites are called [Test to Treat](#).

COVID-19 medication can prevent hospitalization and death. It works best if started right away. Test to Treat is an easy way to get this medication early.

### [Find Test to Treat near you](#)

### Get tested and treated with OptumServe

California has partnered with OptumServe to provide free, confidential testing statewide. Tests and medication are available for:

- Uninsured or underinsured people
- Undocumented people
- People experiencing homelessness
- People who are at high risk and need COVID-19 medications

You do not need a driver's license or ID. Appointments are recommended, but walk-ins are welcome. Find a location near you at:

[Register for OptumServe](#)

Or call [1-888-634-1123](tel:1-888-634-1123).

## WHEN TO GET TESTED

### IF YOU HAVE SYMPTOMS

Vaccinated or not, get tested immediately if you're feeling any [COVID-19 symptoms](#). If an antigen test is negative, take another in 24-48 hours, as early cases can be missed.

### IF YOU WERE EXPOSED

Anyone exposed should consider getting tested as soon as possible, even if you have no symptoms.

Test again 5 days after exposure.

### IF YOU GO TO A HIGH-RISK EVENT

Test before and 3-5 days after.

For [mega-events](#) of more than 1,000 people, it's strongly recommended to test 1 day (antigen test) or 2 days (PCR test) before the event.

### IF YOU TRAVEL

Test before travel, and 3-5 days after.

Vaccinated or not, anyone entering or re-entering California should test 3-5 days after arrival.

Read more in CDPH's [testing fact sheet](#)PDF.

## TESTING AT WORK

Screening tests are recurring tests of people without symptoms in certain high-risk workplaces. They help detect COVID-19 early and stop transmission.

In general,

- Vaccinated individuals do not need screening tests in non-healthcare settings
- Healthcare settings may have other requirements

Read CDPH's [Updated Testing Guidance](#) for more about workplace screening tests.

- LACOE also offers COVID-19 testing to employees **free of charge** at **ECW 610** on **Mondays only** from **9:00 am – 3:00 pm**.

## TRAVEL GUIDANCE

Unless exposed to COVID-19 (i.e. have been a close contact) **AND experiencing symptoms** during or after travel internationally or domestically, there is no requirement to quarantine whether the traveler is vaccinated or unvaccinated; BUT, **monitor your symptoms** for 10 days after returning from travel. If you develop symptoms, stay home and get tested.

Do NOT travel if you or any of your traveling companions:

- **Have symptoms of COVID-19** (even if you recovered from COVID-19 within the past 90 days or are up to date with your COVID-19 vaccines).
- **Tested positive for COVID-19**. Do not travel until a full 10 days after your symptoms started or after the date your positive test was taken (if you had no symptoms).
- **Have been in close contact with someone with COVID-19 and have not ended quarantine**.
- **Are waiting for the results of a COVID-19 viral test**.

See [LACDPH Travel Guidance](#) for more information: Los Angeles County (LAC) has no travel restrictions or requirements at this time.

### Update Log: 3/10/2021

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5/21/2021: Clarify mask wearing requirements

Remove in-suite language from CPP and move to addendums  
Incorporate guidance for fully vaccinated individuals

6/21/2021: Incorporate Cal/OSHA ETS adopted 6/17/2021

Incorporate LACDPH “A Safer Return Together at Work and in the Community” blueprint issued 6/15/2021

3/14/2022: In LACOE offices and buildings wearing masks will be strongly recommended, but not required. Per the recently updated LACDPH Health Officer Order, masks will still be required in our court schools in correctional facilities and in our Head Start programs, & SPSL information.

5/6/2022: Incorporate LADPH and CDPH's definition of close contact.

7/7/2022: - Incorporate:

- LACOE COVID-19 RESOURCES
- TRAVEL GUIDANCE
- Health Officer of 4.13.2022: Quarantine Order/Exemptions
- Appendix C: When are you up to date with your vaccination?
- Appendix C: Summarized chart of Public Health Officer Order

9/28/2022 - Entry Screening (Use of Signage).

9/28/2022 - Change of testing day at LACOE site (Mondays only)

9/28/2022 - Improved Ventilation

12/15/2022 - LACOE COVID-19 RESOURCES and TESTING PLAN

## **Appendix A: Identification of COVID-19 Hazards**

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

**Person conducting the evaluation:** [enter name(s)]

**Date:** [enter date]

**Name(s) of employee and authorized employee representative that participated:** [enter name(s)]

<b>Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards</b>	<b>Places and times</b>	<b>Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers</b>	<b>Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation</b>

## Appendix B: COVID-19 Inspections

Date: [enter date]

Name of person conducting the inspection: [enter names]

Work location evaluated: [enter information]

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
<b>Other</b>			
<b>Other</b>			
<b>Administrative</b>			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
<b>Other</b>			
<b>Other</b>			
<b>PPE</b> (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			
<b>Other</b>			

## **Appendix C: Response to Confirmed or Suspected Cases of COVID-19**

The purpose of this Appendix is to describe the LACOE community's collective effort and individual responsibilities in responding to a confirmed or suspected case of COVID-19 in the workplace. As part of these efforts, LACOE has established a COVID-19 Liaison to serve as a point of contact to the Los Angeles County Department of Public Health (LACDPH) in the event of a COVID-19 cluster or outbreak. The COVID-19 Liaison can be contacted by emailing [HRSLaborRelationsStaff@lacoedu](mailto:HRSLaborRelationsStaff@lacoedu).

### **DEFINITIONS**

#### **CLOSE CONTACT**

A close contact is defined as an individual who was within 6 feet of the infected person for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the "high-risk exposure period," or contact with the infected person's body fluids and/or secretions, for example, being coughed or sneezed on, or sharing of a drink or food utensils. This definition applies regardless of the use of face coverings. Per LACDPH and CDPH guidance effective 5/6/2022, a close contact is someone sharing the same indoor airspace, e.g. home, clinic waiting room, airplane, etc., for a cumulative total of 15 minutes or more over a 24-hour period."

#### **EXPOSURE**

[Exposure](#) is defined as close contact with someone diagnosed with or suspected to have COVID-19.

#### **FULLY VACCINATED**

"Fully vaccinated" or "full vaccination" means that the employer has documented that:

- 2 weeks or more have passed since the person received the second dose in a 2-dose series of COVID-19 vaccine (e.g., Pfizer-BioNTech or Moderna), OR
- 2 weeks or more have passed since the person received a single dose COVID-19 vaccine (e.g., Johnson and Johnson).

You are eligible for a booster dose:

- 2 months after your J&J Covid-19 Vaccine
- 5 months after your last dose of your Pfizer Covid-19 vaccine
- 5 months after your last dose of your Moderna Covid-19 vaccine

#### **WHEN ARE YOU UP TO DATE WITH YOUR VACCINATIONS?**

You are **up to date** with your COVID-19 vaccines when you have received all doses in the primary series and all boosters recommended for you, when eligible.

#### **HOME ISOLATION**

[Isolation](#) is used to separate a person infected or sick with COVID-19 from people who are not infected. A person who is in isolation is to stay home until [it's safe for them to be around others](#).

#### **HOME QUARANTINE**

[Quarantine](#) is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. A person in quarantine is to stay home, separate themselves from others, monitor their health, and follow directions from the local health department.

## SYMPTOMS

All employees should be aware of the common symptoms of COVID-19. Symptoms of COVID-19 may include some combination of the following:

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

Employees should self-monitor for these symptoms and be mindful of “just not feeling well.” If an employee is concerned about having symptoms or possible exposure, they should contact their medical provider. Free testing is also available. For details, visit <https://lacovidprod.service-now.com/rrs>.

## EMPLOYEE RESPONSIBILITIES

### NOTIFICATION OF DIAGNOSIS, SYMPTOMS, OR CONTACT

An employee must notify his or her supervisor and/or the COVID-19 Liaison if:

- The employee is diagnosed with COVID-19
- The employee has COVID-19 like symptoms
- The employee develops symptoms of COVID-19 at work
- The employee has been in close contact with someone who is diagnosed with or suspected to have COVID-19.

### ROLE IN CONTACT TRACING

The employee will be contacted by the COVID-19 Liaison within 24 hours of notification. The employee must cooperate in the contact tracing investigation conducted by the COVID-19 Liaison. The COVID-19 Liaison will gather information including identifying all locations the employee visited while infectious, and identification of all employees/visitors the employee had close contact with while infectious. All information will be kept confidential and handled in compliance with California’s Confidentiality of Medical Information Act, the Americans with Disabilities Act, and other applicable laws.

### RETURN TO WORK

An employee who has been diagnosed with or is suspected to have COVID-19 or is exposed to COVID-19 may not return to work until completion of the appropriate isolation or quarantine period according to Public Health Officer orders summarized in the chart below. If an employee’s tasks cannot be completed from home or the employee is unable to work from home during the isolation or quarantine period, the employee may utilize appropriate leaves, including leave under H.R. 6201.

After completion of the appropriate isolation or quarantine period under Public Health Officer orders, staff can return to work and resume usual activities.



## **SUPERVISOR RESPONSIBILITIES**

### **NOTIFICATION TO COVID-19 LIAISON**

Supervisors must immediately notify the COVID-19 Liaison when an employee reports that:

- The employee is diagnosed with COVID-19
- The employee has COVID-19 like symptoms
- The employee develops symptoms of COVID-19 at work
- The employee has been in close contact with someone who is diagnosed with or suspected to have COVID-19.

Supervisors should also consult with the COVID-19 Liaison when an employee is exhibiting symptoms of COVID-19 but reports feeling well.

### **EMPLOYEE SEPARATION**

If the employee develops COVID-19 like symptoms while at work, the supervisor shall send the sick employee home immediately. If the employee cannot leave work immediately (e.g. transportation is unavailable), the supervisor must ensure the employee is wearing a face covering and remains isolated from others until the employee can be transported home.

### **AREA CLOSURE**

The supervisor shall immediately close off the workspace or areas used by the employee. This includes the employee's immediate work area (office, desk, phones, or other work tools and equipment) and workplace surfaces that the employee may have touched (door knobs/push bars, elevator buttons, restroom doors, copiers or other office machines).

### **ROLE IN CONTACT TRACING**

The COVID-19 Liaison will contact the supervisor to identify the work areas used by the employee and assess who has had close contact with the employee.

## **COVID-19 LIAISON RESPONSIBILITIES AND CONTACT TRACING**

### **FACILITIES COORDINATION**

The COVID-19 Liaison shall coordinate with the Division of Facilities and Construction to ensure the work space(s) and area(s) used by the employee are closed off, outside doors and windows are opened if applicable, ventilating fans are deployed to increase air circulation in the area if possible, and the workspace is disinfected. The custodial response team shall wait 24 hours or as long as practical before beginning cleaning and disinfection.

The custodial response team is to clean and disinfect all the work areas used by the employee. This includes all areas such as offices, bathrooms, common areas and shared equipment.

## CONTACT TRACING

Upon receipt of a report of a confirmed or suspected case of COVID-19 in the workplace, the COVID-19 Liaison shall:

- Determine the potential exposure timeline
  - A case person is considered to be infectious 48 hours before symptoms first appear.
  - An asymptomatic person with laboratory confirmed COVID-19 is considered infectious 48 hours before the date of the positive test (actual test date, not date results received)
- Conduct contact tracing to identify others who may have had a close contact exposure
  - Utilize initial information from affected employee
  - Work with the supervisor to confirm or identify additional contacts and/or areas potentially exposed
  - Maintain confidentiality of the employee and close contacts
- Complete the LACDPH Line List for Cases and Contacts form.
- Report confirmed cases to LACOE's Workers' Compensation Third Party Administrator when required

## COMMUNICATION

The LACOE COVID-19 Liaison shall provide individuals identified as close contacts with the following:

- Exposure Notification Letters
- Home Quarantine Instructions for Close Contacts of COVID-19 (LACDPH)
- Education, information, and support to help them understand their risks
- Referral information for testing
- Services they may need during the quarantine period

The COVID-19 Liaison shall also issue a General Notification Letter to all staff in the affected building(s). This notification shall inform staff about a confirmed case of COVID-19, LACOE's response including the steps taken to clean and disinfect the workspace, and a reminder to staff to wear face coverings and exercise good hygiene.

## LACDPH COORDINATION

The COVID-19 Liaison or LACOE Health Professional may contact LACDPH for guidance as needed.

LACOE will immediately notify LACDPH when there is a cluster of 3 confirmed cases of COVID-19. If a cluster is identified at a worksite (defined as 3 cases of COVID-19 within a 14-day period), the Los Angeles County Department of Public Health will initiate a cluster response which includes providing infection control guidance and recommendations, technical support and site-specific control measures. A public health case manager will be assigned to the cluster investigation to help guide the facility response.

LACDPH may be contacted at (888) 397-3993 or (213) 240-7821

## DATA ANALYSIS

The COVID-19 Liaison shall analyze case and close contacts data. The Liaison may convene LACOE subject matter experts as needed to review data and make recommendations to support the health and safety of employees.