

COVID-19 Safety Plan for Our Family Coalition

COVID-19 PANDEMIC

The novel coronavirus, SARS-CoV-2, causes a viral respiratory illness called COVID-19, which can make people sick with flu-like and other symptoms. The [virus spreads](#) easily when an infected person sneezes, coughs, or speaks, sending tiny droplets into the air. These droplets can land in the nose, mouth, or eyes of someone nearby and cause illness. The virus can also be caught from airborne virus, when small particles of infectious virus remain suspended in the air and people inhale them. People can also become infected if they touch an infectious droplet on a surface and then touch their own nose, mouth, or eyes.

Some of the [symptoms](#) of COVID-19 are cough, fever, shortness of breath, and new loss of taste or smell. Some people with mild cases may have no symptoms at all yet still can spread the virus. Staying at least six feet away from people outside of your household, covering your nose and mouth with a face covering, and washing hands often with soap and water can help stop COVID-19 from spreading in the workplace.

COVID-19 PREVENTION PROGRAM

Our Family Coalition is committed to protecting our employees and preventing the spread of COVID-19 at our workplace. We developed this program to reduce our workers' risk of catching and spreading this virus. We encourage employees to share information about potential COVID-19 hazards at our workplace and assist in evaluating these hazards. We will investigate all workplace illnesses and correct hazards that are identified. We stay informed on the virus presence in our community as well as recommendations made by national and local health agencies. We review and update this plan as necessary. This plan was last reviewed on **12/06/21**.

DESIGNATION OF RESPONSIBILITY

The Safety Officer has the authority and responsibility for implementing this plan in our workplace. All managers and supervisors are responsible for implementing this plan in their assigned work areas and ensuring employees' questions are answered in a language they understand.

All employees are required to follow the policies and procedures laid out in this plan, use safe work practices, and assist in maintaining a safe work environment.

IDENTIFICATION AND EVALUATION OF COVID-19 HAZARDS

We evaluate our workplace and operations to identify tasks that may have exposure to COVID-19. The evaluation includes all interactions, areas, activities, processes, equipment, and materials that could present potential exposure to COVID-19. Assessments include employee interactions with all persons who may be present in the workplace: contractors, vendors, customers, and members of the public. Evaluations include:

- Identification of places and times when people may gather or come in contact with each other, even if they aren't working. Examples: meetings, trainings, workplace entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting rooms.
- Employees' potential workplace exposure to all persons at the workplace. We will consider how employees and others enter, leave, and travel through the workplace. Examples: co-workers, employees of other businesses, the public, customers or clients, and independent contractors.
- Existing COVID-19 prevention measures and whether we need different or additional control measures.

We will evaluate how to maximize the amount of outdoor air entering our indoor spaces and if it is possible to increase the filtration efficiency to the highest level possible for our ventilation system.

Employees may confidentially inform us if they have a higher risk for severe illness from COVID-19, such as those with conditions like lung disease, obesity, or cancer. They will have priority for lower exposure job assignments or working from home whenever possible.

CORRECTION OF COVID-19 HAZARDS

We treat all persons, regardless of symptoms or negative test results, as potentially infectious. We select and implement [feasible control measures](#) to minimize or eliminate employee exposure to COVID-19. We review orders and guidance COVID-19 hazards and prevention from the State of California and the local health department, including general information and information specific to our industry, location, and operations. We correct unsafe or unhealthy conditions, work practices, policies, and procedures in a timely manner based on the severity of the hazard.

CONTROLS TO REDUCE EXPOSURE

COVID SAFETY GUIDELINES

- Anyone entering the main OFC space must be fully vaccinated. A personal attestation must be signed at the front desk indicating that anyone entering the space is fully vaccinated, does not have any symptoms, and has not been in contact with anyone with COVID.
- All OFC staff, volunteers, interns, and guests are required to be masked, check their temperature and sanitize their hands upon entering the office
- All staff are required to wipe down their desks and phones before and after use on a daily basis using the sanitation wipes.
- Windows must be opened to allow ventilation and air vents should be turned on
- Six-feet distancing should be maintained at all time when inside
- When children are present in the child care area or in the main office, all children must remain masked. Their hands should be wiped with sanitation wipes upon entry into the space and frequently during their stay within the space and once again before leaving the space.

General COVID-19 safety requirements: Face coverings.

- Individuals generally do not need to wear face coverings when they are outdoors, except when they are in large crowds (i.e., over 300 patrons or participants), or for unvaccinated individuals, when they cannot maintain physical distancing with other households (recommended at least six feet).
- All individuals, fully vaccinated and unvaccinated, should carry face coverings with them in case they need them. Everyone, must wear face coverings in indoor settings for all OFC functions.
- Family meals are permitted. You do not need to individually package/plate the food (see guidance for how to do this safer including distancing needs due to mask removal while eating).
- Social distancing is not required anymore in gatherings; face masks are still required. (see guidance for specifics)
- Face coverings are not required outdoors unless there is not room for space between individuals
- Definition of close contact for indoor space childcare, and programs for children, staff and youth
- A close contact is anyone who stayed within 6 feet of someone with COVID-19 for a total of 15 minutes over the course of a day. An infected person can spread COVID-19 starting 2 days before they have any symptoms or test positive. In schools, childcares and programs for children, it may be difficult to know who has had close contact. People should be considered close contacts when the program is reasonably sure that they spent at least 15 minutes within 6 feet of the infected person during the course of a day. People are not considered close contacts simply because they were in the same group or cohort. If the program cannot determine this or does not know, the person should not be considered a close contact. Specified that most outdoor exposures are not considered close contacts regardless of masking status

***Quarantine guidance for close contacts**

- Exception for outdoor activities: Children and youth who have close contact with person with COVID-19 outdoors at a school, childcare, or program for youth and children are only required to quarantine if they are unvaccinated, and the close contact occurs EITHER:
 - during a high-contact sport/dance OR
 - while stationary and unmasked (e.g., while eating a meal or singing in a chorus)

- **High contact sports and dance are activities with frequent or sustained contact within 6 feet (in many cases, face-to-face contact) between participants and high probability that respiratory particles will be transmitted between participants—for example, football, basketball, soccer, lacrosse, water polo, and partner dancing. For clarity, quarantine is only required if the cumulative time spent within 6 feet of the case was at least 15 minutes; regardless of the duration of the activity.**

Standard quarantine –

- All unvaccinated adults must undergo a 10-day standard quarantine. For unvaccinated students, if one of the parties was unmasked during exposure, the close contact should quarantine from all activities for 10 days. This can be shortened to 7 days if testing was conducted after Day 5 and is negative. Monitoring of symptoms should continue for 14 days total regardless of timing of return to school.
- Childcare and Programs for Youth and Children
- A 10-day quarantine should be used for childcare and programs for youth and children. This can be shortened to 7 days if testing was conducted after day 5 and is negative. Close contacts should monitor for symptoms for 14 days after the last date of exposure.
- Considerations for vaccinated individuals:
 - If a close contact is fully vaccinated for COVID-19, they don't have to quarantine as long as they don't have symptoms.
 - They should consider making an appointment to be tested 3-5 days after their last close contact. CDC and SFDPH now recommend this because the delta variant can sometimes infect fully vaccinated people.
 - They should self-monitor for symptoms for the 14 days after their close contact. If they develop symptoms, they should get tested and stay at home until they get the test result.

Steps to take for confirmed COVID-19 cases

- All documents listed below are online at sfdcp.org/school and the following steps will be followed by the designated Safety Officer.
 - 1. Use the Exposure and Investigation tool to collect the important details about the case BEFORE contacting the Childcare Response Team.
 - 2. If you can, obtain a copy of the lab report and attach it to Exposure and Investigation tool. If the program does not have the test result yet, please note the test results are pending. Send the lab report to the Schools/Childcare Response Team when you receive it.
 - 3. Report the case within 1 hour by emailing cases.schools@sfdph.org (please put SECURE: in the subject line). An on-call public health professional will get back to you as soon as possible. Non-English-speaking sites may call (628) 217-7499 and leave a voicemail.
 - 4. The Childcare Response Team may ask you to identify people who had close contact with the COVID-19 case and may have been infected. When interviewing people to determine if they had close contact, and informing them that they may have been exposed, do not disclose the identity of the person with COVID-19, as required by law.
 - 5. Use the List of Close Contacts template to collect details of any close contacts.
 - 6. Email the List of Close Contacts to cases.schools@sfdph.org within 24 hours.
 - 7. Communicate to the programs community within one business day as indicated in the Quick Guide. SFDPH has developed standard notification letters for schools. Translations are at sfdcp.org/CovidSchoolsChildcare.
 - Close Contact Advisory — Children and Youth under 18
 - Close Contact Advisory — Adult
 - General Exposure Advisory — Children and Youth under 18
 - General Exposure Advisory — Adult
 - Notification of a school member in quarantine for exposure to COVID-19
- **Screening Employees and Visitors** to our facility by requiring self-screening (taking their temperature) upon entry and signing a self-attestation prior to entry

- **[Physical Distancing](#)**: Everyone must keep a six-foot distance from others at all times except where we can show that it is not possible or for brief times during the movement of people in the workplace. When six feet of distance cannot be maintained, people will be as far apart as possible. Methods for physical distancing include:
 - Reducing the number of persons in an area at one time (including visitors)
 - Visual cues such as signs and floor markings to show employee locations and paths of travel
 - Staggered arrival, departure, work, and break times
 - Telework or other remote work arrangement
- **[Wearing a Face Covering](#)**: All employees are required to wear face coverings when indoors, when outdoors if less than six feet from another person, and as required by the local health department or CDPH. Face coverings must be clean and undamaged. **Face coverings are not respiratory protection and do not replace physical distancing requirements.**

Employees are not required to wear a face covering in the following situations:

- When an employee is alone in a room.
- While eating or drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area has been maximized to the extent possible.

Signs are posted at the entrance to the workplace to communicate the requirement for face coverings by any non-employees entering the workplace.

- **[Practicing Good Hygiene](#)**. Wash hands with soap and water for at least 20 seconds, or use alcohol-based hand sanitizer with at least 60% alcohol. Hand sanitizer stations and hand hygiene signage are placed throughout the workplace. **The Safety Officer** is responsible for ensuring hand hygiene stations are readily accessible and stocked with sanitizer.
- **[Cleaning and Disinfecting Frequently](#)**. Surfaces, especially frequently touched surfaces, will be disinfected with products that meet the [EPA's criteria for use against coronavirus](#). Disinfectants are used according to manufacturer's directions.

Quarantine Guidelines for Travel

- If you're not fully vaccinated, but choose to travel, get tested before and after you travel dates
- No matter your vaccination status, wear a mask indoors while on public transportation or in a transportation hub
- Wearing a mask outdoors while traveling is no longer required, but still recommended for unvaccinated individuals

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 while indoors at U.S. transportation hubs such as airports and stations. Travelers are not required to wear a mask in outdoor areas of a conveyance (like on open deck areas of a ferry or the uncovered top deck of a bus).
- Follow all state and local recommendations and requirements, including mask wearing and social distancing.
- In areas with [high numbers of COVID-19 cases](#), consider wearing a mask in crowded outdoor settings and for activities with [close contact](#) with others who are not fully vaccinated.

After Travel

- Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms 3-5 days after returning.
- Follow all [state and local](#) recommendations or requirements.
- You do NOT need to get tested or self-quarantine if you are fully vaccinated or have recovered from COVID-19 in the past 3 months. You should still follow all other travel recommendations.

Personal Protective Equipment (PPE) – Equipment Worn by Employees to Minimize Exposure

In general, employees WILL NOT use respirators at **Our Family Coalition** for protection from COVID-19. If a hazard assessment determines respirators are needed, they will be used in accordance with [Title 8, Section 5144](#). Any PPE used to protect from COVID-19, such as gowns, face masks, and gloves, is selected based on function, fit, and availability. Employees are trained when and why

PPE is necessary, how to properly put on and take off PPE, and how to clean, maintain, and store reusable PPE. Job hazard assessments are performed by supervisors to identify any PPE required for a specific job. Supervisors are responsible for ensuring that adequate supplies of PPE are available.

INVESTIGATING AND RESPONDING TO COVID-19 CASES IN THE WORKPLACE

Illness at the Workplace

We investigate all COVID-19 cases in the workplace. Our investigation includes verifying COVID-19 case status, obtaining information on COVID-19 test results and symptom onset, identifying and recording COVID-19 cases, and reporting when required by the regulations.

Notification

Employees must alert **Safety Officer** if they are having symptoms of COVID-19, had a possible COVID-19 exposure, were diagnosed with COVID-19, or are awaiting test results. We do not discriminate or retaliate against employees for reporting positive test results or symptoms.

Following notification of a positive test/diagnosis, we will immediately take the following actions:

1. Determine the day and time the COVID-19 case was last present at the workplace, the date of the positive test/diagnosis, and the date the COVID-19 case first experienced symptoms.
2. Determine who may have had exposure to the COVID-19 case by reviewing the case's activities during the high-risk period. The high-risk period **for persons who develop symptoms** is from two days before they first develop symptoms until 10 days after symptoms first appeared and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved. The high-risk period **for persons who test positive but never develop symptoms** is from two days before until 10 days after their first positive test for COVID-19 was collected.
3. Within one day of becoming aware of a positive diagnosis, **Safety Officer** will notify in writing all employees and their authorized representatives and subcontracted employees, who were potentially exposed and instruct individuals with close contact to quarantine at home. **CDC defines [close contact](#) as being within six feet of an infected person for 15 cumulative minutes or more over a 24-hour period, starting 2 days prior to symptom onset until the sick person is isolated.** When providing notice under this section, we will not disclose the identity of the infected person(s).
4. We will provide employees with potential COVID-19 exposure information about access to COVID-19 testing, which will be offered at no cost during working hours, and isolation requirements resulting from a positive test.
5. Investigate whether any workplace factors contributed to the infection and how to further reduce that potential exposure.

We will provide information about [COVID-19 related leave benefits](#). **Confidentially will be maintained at all times.**

We keep a record of and track all COVID-19 cases to include: employee's name, contact information, occupation, location where the employee worked, the date of the last day at the workplace, and the date of a positive COVID-19 test. This information is kept confidential.

Disinfection after Positive Test/Diagnosis

If it has been less than seven days since the sick employee has been in the facility, we will close off any areas used for extended periods of time by the sick individual and allow to air out up to 24 hours. The area will then be thoroughly cleaned and disinfected.

Exclusion from the Workplace

The following employees will be excluded from the workplace:

- Employees that have been exposed to COVID-19 until 14 days after the last known exposure.
- Employees who test positive for COVID-19 until the Return to Work criteria in the next section are met.

Employees excluded from work due to a positive diagnosis from a workplace exposure, or identified as exposed in the workplace, but are otherwise able and available to work will maintain their earnings, seniority, and all other rights and benefits. Information on available benefits will be provided at the time of exclusion.

Return to Work

Criteria for returning to work after testing positive for COVID-19 are as follows:

- Employees who tested positive and had symptoms can return to work when:
 - At least 10 days have passed since symptoms began, **AND**
 - At least 24 hours have passed with no fever (100.4°F or above) without the use of fever-reducing medications, **AND**
 - Other COVID-19 symptoms have improved.
- Employees who test positive but never have symptoms can return to work:
 - After at least 10 days have passed since the date of positive specimen collection.
- Employees who have completed an order to isolate or quarantine by a local or state health official. If the period of time was not specified, 10 days from issuance of order to isolate or 14 days from issuance of order to quarantine.
- Employees that have approval from Cal/OSHA on the basis that removal of the employee would create undue risk to a community's health and safety. In these instances, effective control measures such as isolation or respiratory protection will be implemented to prevent infection of other employees at the workplace.

A negative test result is not required for an employee to return to work.

REPORTING, RECORDKEEPING, AND ACCESS

Reporting

[Reporting to the Local Health Department \(LHD\)](#) – This requirement also complies with AB 685.

Within 48-hours of knowledge, **Safety Officer** will notify the [local health department](#) (LHD) of any workplace outbreak of COVID-19. An outbreak reportable to our LHD is defined as at least three COVID-19 cases among workers at the same worksite within a 14-day period. We will work with the LHD to carry out contact tracing and follow all LHD recommendations including temporary closure of our business if advised.

[Reporting to our Claims Administrator](#) – **SB 1159** (This section applies to employers with five or more employees)

Safety Officer will report to **State Fund** when an employee has tested positive for COVID-19. This report will be made within three days of knowledge of an employees' positive test result.

[CAL/OSHA Recording/Reporting](#) - We will record on our 300 log all work-related COVID-19 cases that meet one of the following criteria: death, days away from work, restricted work or transfer to another job, medical treatment beyond first aid, loss of consciousness, significant injury or illness diagnoses by a physician or other licensed health care professional.

We will report any serious COVID-19 illness that required inpatient hospitalization or resulted in death to our local Cal/OSHA office as soon as possible, but in no case more than eight hours after knowledge.

Recordkeeping

Our Family Coalition maintains records of the steps taken to implement this written program. These records include but are not limited to training, inspections, hazard identification, etc.

We keep a record of and track all COVID-19 cases. These records include the employee's:

- Name
- Contact information
- Occupation
- Location where the employee worked
- Date of the last day at the workplace
- Date of positive COVID-19 test

All medical information will be kept confidential. The log of COVID cases, with names and contact information removed, will be made available to employees, authorized employee representatives, or as otherwise required by law.

Access

This program will be made available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA.

COMMUNICATION SYSTEMS

We ask all employees to report, without fear of discrimination or retaliation, any symptoms, potential exposures, and possible hazards relating to COVID-19 at the workplace. Employees should make these reports to **your direct supervisor and the safety officer**.

We explain to all employees how we accommodate employees at higher risk of severe COVID-19 illness. An employee can make a report of his/her own high-risk condition to **Safety Officer**.

Note: Additional communication requirements may apply depending upon severity of outbreak. See Appendix A for multiple COVID-19 infections and outbreak procedures. See Appendix B for major outbreak procedures.

We communicate information about COVID-19 hazards and our COVID-19 policies and procedures to employees and other employers, persons, and entities within or in contact with our workplace. This plan must be followed by any other employer's employees entering our workplace. In the case of **Our Family Coalition** employees working at another worksite, our employees will follow whichever employer's program is stricter and stay informed of site-specific prevention measures such as the location of hand hygiene stations.

APPENDIX A - MULTIPLE COVID-19 INFECTIONS AND OUTBREAKS

The following procedures will be followed whenever there are three or more COVID-19 cases in our workplace within a 14-day period or the workplace has been identified by the Local Health Department (LHD) as the location of a COVID-19 outbreak. These procedures can be stopped only after no new COVID-19 cases are detected at our workplace for a 14-day period.

Testing

Our Family Coalition will provide testing to all employees at no cost during working hours except for those not present during the outbreak period defined above. This testing will be done immediately after determination of an outbreak, and then again one week later; negative test results will not change the quarantine or health order status of any individual. Following these two tests, we will provide continuous testing to employees in the workplace during the defined outbreak period at least once a week, or more frequently if recommended by the LHD. We will provide additional testing as required by the Division in accordance with any special order from Cal/OSHA.

Exclusion from the Workplace

The following employees will be excluded from the workplace during an outbreak:

- Positive cases until return to work requirements are met.
- Employees that have been exposed to COVID-19 until 14 days after the last known exposure.

Employees excluded from work due to positive diagnosis or exposure but otherwise able and available to work will maintain their earnings, seniority, and all other rights and benefits. Information on available benefits will be provided at the time of exclusion.

Workplace Investigation, Review, and Hazard Correction

We will investigate all workplace illness to determine potential factors in the workplace that could have contributed to the COVID-19 outbreak. Additionally, we will review our relevant COVID-19 policies, procedures, and controls and we will implement changes needed to prevent further virus spread.

All investigations and reviews will be documented to include:

- Investigation of new or continuing COVID-19 hazards.
- Review of our leave policies and practices, including whether employees are discouraged from staying home when sick.
- Review of our COVID-19 testing policies.
- Investigation of the sufficiency of outdoor air.
- Investigation of the sufficiency of air filtration.
- Investigation into feasibility of physical distancing.

These reviews will be updated every 30 days that an outbreak continues with new information, new or previously unrecognized COVID-19 hazards, or as necessary. We will make changes based on investigations and reviews to reduce the spread of COVID-19 and consider such actions as moving work tasks outdoors, allowing employees to work remotely, increasing outdoor air supply to our indoor workplaces, improving air filtration to the highest MERV rating compatible with our air handling system, increasing physical distancing as much as possible, providing respiratory protection, or other possible control measures.

Notifications to the Local Health Department (LHD)

As soon as possible but at least within 48-hours of knowledge, **Safety Officer** will notify our LHD, **San Francisco Department of Public Health**, whenever there are three or more COVID-19 cases. We will work with the LHD to carry out contact tracing and follow all LHD recommendations including temporary closure of our business if advised. We will provide the LHD the total number of cases and for each case the following:

- Name
- Contact information
- Occupation
- Workplace location
- Business address
- Hospitalization and/or fatality status
- North American Industry Classification System (NAICS) code of the workplace
- Any other information requested

We will continue to update the LHD with additional case information during the outbreak period until there have been no detected COVID-19 cases for 14 days.