



**iLEAD Lancaster**

**Charter**

**COVID-19 Safety Plan**

**And**

**COVID-19 Prevention Program**

**Updated April 2022**

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## **PURPOSE**

In an effort to protect the health and safety of our employees, the iLEAD Lancaster Charter has prepared a COVID-19 prevention program (“Program”) intended to provide information related to the prevention of coronavirus, describe iLEAD Lancaster Charter policies, procedures and practices to keep employees safe, and to help prevent the spread of coronavirus in the workplace.

This Program is applicable during the current COVID-19 public health emergency. The protocols outlined in this document will be modified based on the ongoing and updated guidance from the Center for Disease Control (“CDC”), state and local public health agencies, and iLEAD Lancaster operations.

The Prevention Program is intended to comply with state and local law regarding employees’ safety including Labor Code §6400 which requires that every employer must furnish employment, and a place of employment that is safe and healthful for the employees therein.

The Director of iLEAD Lancaster has overall responsibility for managing the iLEAD Lancaster COVID-19 Prevention Program. In addition, iLEAD Lancaster expects all supervisors to implement and maintain the Program in their departments and assigned areas.

## **SCOPE**

This policy applies to all iLEAD Lancaster employees. It contains general prevention best practices, as well as iLEAD Lancaster policies and procedures related to COVID-19 in the workplace.

## **WHAT IS COVID-19**

COVID-19 is caused by the coronavirus SARS-CoV-2. COVID-19 is a new disease, caused by a novel (or new) coronavirus that has not previously been seen in humans.

COVID-19 affects people in different ways. Infected people have reported a wide range of symptoms - from mild symptoms to severe illness. Some infected individuals have no symptoms at all. Symptoms may appear 2 to 14 days after exposure to the virus. Symptoms of COVID-19 may include:

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

Laboratory testing is necessary to confirm an infection.

## **COVID-19 TRANSMISSION**

The virus that causes COVID-19 is thought to spread mainly from person to person through respiratory droplets produced when an infected person vocalizes, exhales, coughs or sneezes. These droplets can enter the respiratory tract (mouth, nose, and lungs) of people who are nearby and cause infection. Particles containing the virus can travel more than 6 feet, especially indoors, so physical distancing must be combined with other controls, including wearing face coverings and hand hygiene, to be effective. Spread is more likely when people are in close contact with one another (i.e., within six feet) while not wearing face coverings.

## **INFECTION PREVENTION MEASURES – CONTROL OF COVID-19 HAZARDS**

iLEAD Lancaster, to the extent possible, will implement the following guidelines and practices to mitigate employee exposure to the coronavirus in the workplace:

1. Provide and require employees to use face coverings as required by LACDPH and CDPH. . Note: Face coverings are not considered respiratory or personal protective equipment (“PPE”), but combined with physical distancing, they help prevent infected persons without symptoms or who are pre-symptomatic from unknowingly spreading the coronavirus.
2. All staff will be encouraged to be vaccinated. All non vaccinated employees will be tested weekly.
3. iLEAD Lancaster will maximize, to the extent possible, the quantity of outside air into our buildings and workplaces with mechanical or natural ventilation
4. Distribute posters, notices, and/or signage to each work site to be displayed in common areas that provide physical distancing guidelines.
5. Encourage sick employees to stay home.
6. If an employee becomes symptomatic with COVID-19 while at work, they will be asked to leave the workplace and seek medical treatment, depending on the symptoms.
7. iLEAD Lancaster will adhere to state guidance and local public health recommendations regarding the prearrangement of office and workplace furniture to maintain physical distancing.
8. To the extent supplies are in stock and readily available for distribution, employees will have access to appropriate hygiene products in the workplace.
9. iLEAD Lancaster encourages frequent hand washing with soap for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility. Hand sanitizer doesn’t work if the hands are soiled so every effort must be made to wash hands before applying hand sanitizer.
10. iLEAD Lancaster will place signs and/or instructions in common areas (for example, reception area, break rooms, public common areas, et cetera) to communicate physical distancing requirements and to provide other COVID-19 infection prevention information to the general public entering the workplace, the work site and buildings.

## **INVESTIGATION, IDENTIFICATION AND CORRECTION OF COVID-19 HAZARDS**

iLEAD Lancaster takes seriously its obligation to locate, identify and correct potential COVID- 19 hazards in the workplace. iLEAD Lancaster will have a COVID Task Force Team that investigates and Identifies COVID hazards and works to remediate the hazard. The following will be implemented:

COVID 19 Team:

- Site Director- Nykole Kent
- Assistant Director-Sajae Davison
- Office Manager-Christy Monroe
- Facilitator- Francesca Bolivar
- Custodial- Robert Hudson
- School Health Care Assistant- Noemi Blanco

The Covid 19 team will:

1. Evaluate employee workspaces for potential hazards. Employees are encouraged to identify and bring to management's attention potential COVID-19 hazards in their workspace.
2. Conduct inspections of the facility to identify and correct potential hazards that exist in common areas, high traffic areas, and other areas frequented by employees and the public.
3. Evaluate site policies, procedures, work practices, and staffing issues to determine whether any of our processes or policies can be changed or amended to reduce or eliminate COVID-19 hazards.
4. Conduct workplace specific evaluations of hazards following any positive COVID-19 case in the workplace, and identify and eliminate COVID-19 hazards.
5. In order to protect employees in the workplace it will also investigate each positive COVID-19 case to help identify those employees who were in close contact with the infected employee, and require all those potentially exposed to quarantine as required by law.
6. Regularly evaluate the workplace for compliance with this program.
7. Unsafe and unhealthy hazards, work conditions, practices, policies or procedures will be documented and corrected in a timely manner based on the severity of the hazards. Correction priority and correction times will be based on the immediacy of the unsafe or unhealthy hazard.

## **EMPLOYEE RESPONSIBILITIES**

During the COVID-19 public health emergency, iLEAD Lancaster employees have a collective responsibility to ensure the protection of all people in the workplace, to comply with iLEAD Lancaster policies and the latest local public health guidelines to mitigate coronavirus risk to themselves and anyone visiting the work site.

Employees have the following affirmative responsibilities:

1. Employees must self-screen for COVID-19 symptoms prior to entering the facility for their shift using their site's wellness screening form when required by LACDPH.. Employees should stay home and seek medical treatment if they experienced any of the following symptoms in the past 48 hours:
  - fever of 100.4 degrees fahrenheit or higher
  - feeling feverish (chills/sweating)

- new cough (different from baseline)
- shortness of breath
- muscle or body aches
- diarrhea or vomiting
- new loss of taste or smell

Employees must immediately report any symptoms of COVID-19 they experience whether the symptoms developed while at work or elsewhere. Employees must also promptly disclose positive COVID-19 tests.

2. An employee must stay home if they are sick, follow public health agency guidelines, and contact their supervisor or manager for further instructions.
3. Employees who are symptomatic must isolate and test. Employees can return to work when they have been 24 hours fever free with no fever-reducing medications and other symptoms have improved and have a negative test for COVID or a healthcare provider has provided documentation that the symptoms are typical of underlying health condition or alternative diagnosis or 10 days have passed since symptom onset.
4. Employees must cooperate with iLEAD Lancaster in any investigation related to the onset of illness, date of symptoms, others with whom the employee had close contact, and coronavirus testing among other topics. The investigation will help iLEAD Lancaster to identify employees who may have been exposed and quarantine them so there is no further workplace exposure.
5. Employees who test positive for the COVID-19 virus must not return to work until the following occurs:

When Symptomatic

- At least 10 days have passed since COVID-19 symptoms first appeared
- At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever and reducing medications;
- COVID-19 symptoms have improved.

When Asymptomatic

Employees who test positive, but never developed COVID-19 symptoms shall not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.

6. Employees who return to work following an illness must promptly report any recurrence of symptoms to their immediate supervisor.
7. Employees shall practice physical distancing, wear face coverings and remain at least 6 feet apart when practicable.
8. Employees must avoid shared workspaces (desks, offices, and cubicles) and work items (phones, computers, other work tools, and equipment) whenever possible. If employees must share workspaces, clean and disinfect shared workspaces and work items before and after use.
9. Employees shall wash hands with soap and water for at least 20 seconds and/or use hand sanitizer after interacting with people and after contacting shared surfaces or objects.
10. Employees shall cover coughs and sneezes, and avoid touching eyes, nose, and mouth with unwashed hands.
11. Employees must avoid sharing personal items with co-workers (for example, dishes, cups, utensils, towels).
12. Employees shall notify their manager or supervisor if any washing facilities do not have an adequate supply of suitable cleaning agents, water, single-use towels, or blowers.

## **PERSONAL PROTECTIVE EQUIPMENT**

While engineering and administrative controls are considered more effective in minimizing exposure to COVID-19, personal protective equipment (PPE) may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies. Examples of PPE include gloves, goggles, face shields, face masks, and respiratory protection, when appropriate. During the outbreak of infectious diseases, such as COVID-19, recommendations for PPE specific to occupations or job tasks may change depending on the updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19.

### **Face Covering**

- Employees, learners, and anyone visiting sites will make sure to wear a fresh face covering everyday.
- Cloth face covering should be washed and cleaned after a day's use.
- Families are reminded to wash and clean their child's face covering.
- Face covering must cover both mouth and nose.
- iLEAD Lancaster will supply all necessary and required PPE, including face coverings.
- iLEAD Lancaster will clean any soiled PPE and replace any damaged PPE.
- If employees wish to use additional PPE, they should initiate the request with their direct supervisor.
- Signs will be posted at all entrances and throughout the site to remind everyone on site to wear a face covering.
- A medical grade mask will be provided to any employee caring for sick children or who has close contact with any child with a medical condition that precludes the child's use of a cloth face covering.
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## **PHYSICAL DISTANCING**

iLEAD Lancaster will maintain signs and notices to ensure physical distancing is in place.

- iLEAD Lancaster has determined the maximum number of employees based on maintaining 3 feet of social distancing for learners and six feet of social distancing for staff whenever possible.
- All work areas are configured for six feet of social distancing.
- iLEAD Lancaster has looked at room usage and determined the maximum capacity based on 6 feet of social distancing..
- Social distancing markers will be placed at the entrances to sites when required by LACDPH and CDPH.
- iLEAD Lancaster has determined a flow of traffic pathways, that will be indicated by arrows and social distancing markers highlighting the flow of traffic.
- Staff will be deployed in designated areas during high traffic times to help learners maintain six feet of social distancing.
- Stairways will be designated with up and down paths of travel.
- Elevators will have a maximum capacity of one occupant, unless there is a need to assist another person.

## **Hygiene Practices**

iLEAD Lancaster places a high priority on good hygiene practices and will encourage all employees and learners to practice the following:

- Ethyl alcohol-based (contains at least 60% ethanol) hand sanitizer will be available at all entrances.
- At arrival, everyone will be encouraged to use hand sanitizer prior to entering the site.
- Hand washing will be available on campus. (Bathrooms/Break Rooms/Classrooms if equipped/ Handwashing stations)
- Employees and learners will be given frequent opportunities to wash their hands.
- Employees will model good hand washing techniques to learners including:
  - Using soap
  - Rubbing thoroughly
  - Washing for 20 seconds
  - drying hands, for a safe and complete practice

## **CLEANING AND DISINFECTION POLICY AND PRACTICE**

iLEAD Lancaster recognizes that high traffic and high touch common areas in the workplace need frequent cleaning and disinfecting to limit the spread of the COVID-19 virus. Break rooms, restrooms, classrooms, and other common areas used or visited by staff are cleaned at a frequency no less than once per day during periods of operation.

iLEAD Lancaster will assign personnel and establish routine schedules to clean and disinfect common areas and objects in the workplace. This includes, but is not limited to, copy machines, containers, counters, tables, desks, chairs, benches, door handles, knobs, drinking fountains, refrigerators, restroom and bathroom surfaces, and trash cans.

The process of disinfecting includes providing disinfecting products that are EPA approved for use against the virus that causes COVID-19 and following the manufacturer's instructions for all cleaning and disinfection products (for example, safety requirements, PPE, concentration, contact time).

### **Disinfectant Supplies:**

- Work areas will be provided with disinfectant wipes.
- Work areas, break rooms, entrances, and high traffic areas will be provided with Ethyl alcohol-based (contains at least 60% ethanol) hand sanitizer.
- High touch items like drinking fountains will be out of use.
- Playground equipment may be used if it is disinfected between cohort use.
- Only approved EPA cleaning products for school will be used.
- Custodial and other staff responsible for cleaning and disinfecting school surfaces and objects are trained on manufacturer's safety data sheets, Cal OSHA requirements for safe use, and as required by the Healthy Schools Act, as applicable.
- Custodial staff and other staff responsible for cleaning and disinfecting are equipped with appropriate personal protective equipment, including gloves, eye protection, respiratory protection and other appropriate protective equipment as required by the product.
- The EPA dwell time for our current disinfectant used by custodial staff is between 2-10 minutes.



- All cleaning products are kept out of children’s reach and stored in a space with restricted access.
- Ventilation is maximized during cleaning and disinfecting to the extent feasible. If using air conditioning, use the setting that brings in fresh air. Replace and check air filters and filtration systems regularly, to ensure optimal air quality.

<b>General Environment Cleaning Program</b>		
<b>Area/Item</b>	<b>Method</b>	<b>Frequency/Comments</b>
<b>Front office doors /shield and counter / Nurse office/ playground doors/high traffic areas</b>	Spray with Envirox/DC Plus/Navigator, wipe down with clean cloth	Daily and immediately if soiled i.e. if soiled with blood or body fluids, following cleaning, disinfect, rinse and dry
<b>Class spaces Tables and chairs</b>	Spray with Envirox/DC Plus/Navigator, wipe down with clean cloth	Before and after use; if soiled with blood or body fluids, following cleaning, disinfect, rinse and dry
<b>Carpets</b>	Clean with an oxyclean  Vacuum	Clean carpets only when children will not be present to ensure the carpet is dry before next use  Clean carpets at least monthly in infant areas, at least every 3 months in other areas or immediately when soiled  Daily
<b>Small rugs</b>	Launder	Weekly
<b>Waste bins</b>	Spray with Envirox/DC Plus/Navigator, wipe down with clean cloth	Daily Weekly and immediately if soiled

<b>Mops and cleaning cloths</b>	Mop heads should be washed in warm water and detergent, rinsed and air dried	After daily use
	Reusable cloths must be laundered daily on a hot wash cycle (at least 60°C) in a washing machine and then tumble dried	After daily use

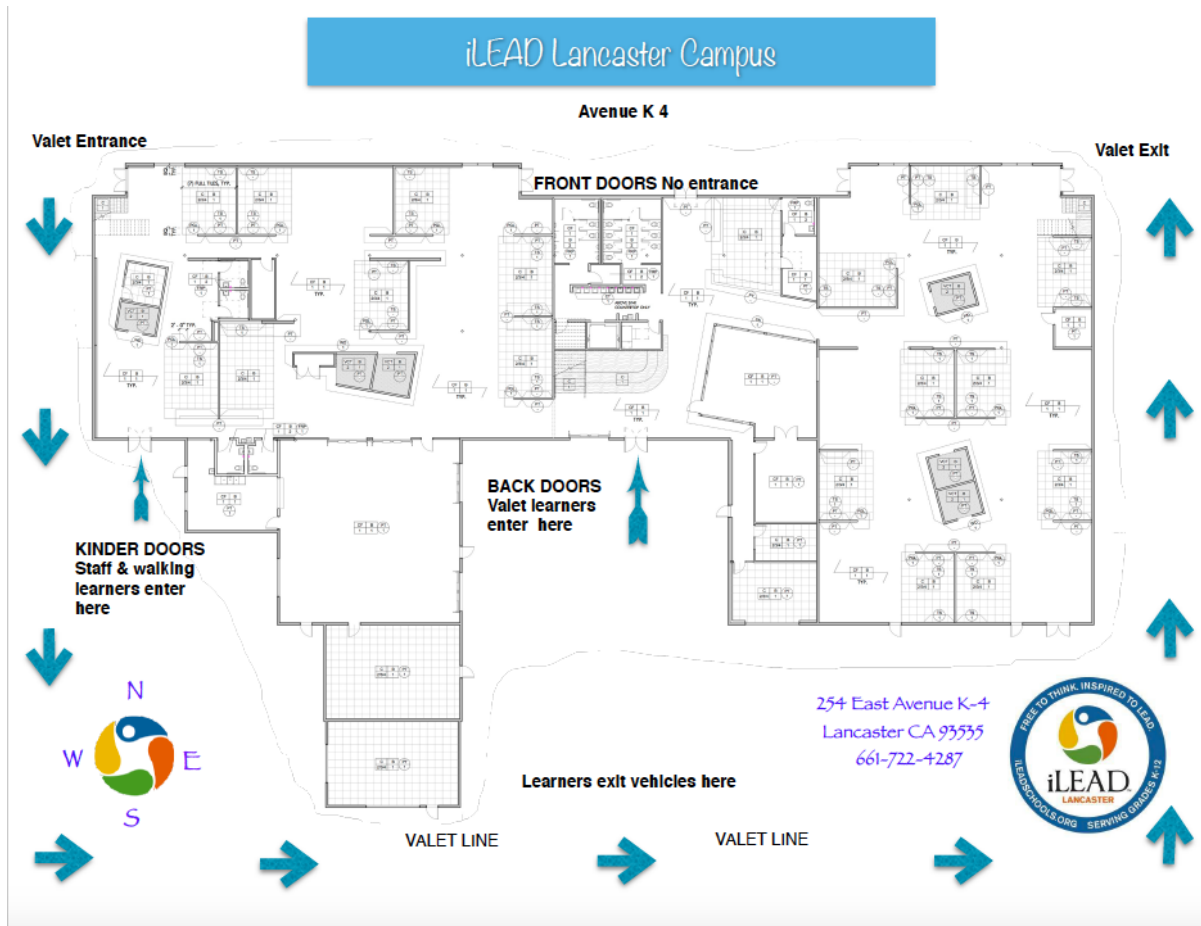
<b>Item</b>	<b>Method</b>	<b>Frequency / Comments</b>
<b>Hard toys/items that go into the mouth or have been in contact with saliva or other body fluids.</b>	Spray with Envirox/DC Plus/Navigator, wipe down with clean cloth	After each child's use.
<b>Other hard toys e.g. dolls house, climbing frame.</b>	Spray with Envirox/DC Plus/Navigator, wipe down with clean cloth	Weekly or immediately if soiled.
<b>Sheets and pillowcases, individual cloth towels (if used), combs and hairbrushes, face cloths. (None of these items should be shared among children.)</b>	Machine washed in a hot cycle according to the manufacturer's instructions.	Weekly or after each use if used by different children. Take out of use immediately when visibly soiled.

## WORK SITE SAFETY MEASURES

### Arrival and Dismissal

iLEAD Lancaster will incorporate social distancing protocols to keep staff and learners safe at arrival and dismissal. These protocols include:

- Prior to entering the campus, parents or guardians will use app to complete a wellness check for their child; When required by LACDPH and CDPH.
- Site assigned personnel will monitor completion and answers of the wellness survey;
- Signs will be posted to remind staff and learners to wear a mask, social distance, and what are symptoms of COVID-19;
- Social distancing markers will be in place to keep staff and learners 6 feet apart; When required by LACDPH and CDPH.
- Ethyl alcohol-based hand sanitizer (contains at least 60% ethanol) will be in place at all entrances to the site.



### Meetings

- We recommend that meetings with parents take place via teleconferencing (ie. Zoom, Google Meets).
- Digital Files are to be used as much as possible to reduce face to face contact.

### **Workrooms, Production Centers, and Shared Copiers**

- Workroom maximum capacity and marked at the entrance.
- After using copiers wipe down the area touched with provided disinfectant wipes.
- Commonly shared items, like pens, will be removed at this time.
- When using any other equipment or work table, wipe down before and after use.

### **Tools/Supplies/Equipment**

- Employees and learners should avoid sharing items.
- To the extent possible, each employee will be provided with their own tools, supplies, or equipment needed to complete their job.
- If any tools, supplies, or equipment must be shared, it will be disinfected before and after use.

### **Important Hygiene Practices**

- Wash hands frequently. Wash stations are available throughout the campus.
- Utilize Ethyl alcohol-based hand sanitizer that contains at least 60% ethanol. Hand sanitizer is available in common areas, workroom, breakroom, and entrances/exits.

### **Visitors**

- It would be best practice to avoid having onsite visitors.
- If there is a need for business to be conducted in person, it is best practice to conduct business outside the main office.
- All visitors must:
  - Go through a verbal wellness screening
    - Office staff will ask screening questions prior to letting visitor into the site irregardless of vaccine status
    - Screening questions:
      - Have you had any of the following symptoms: 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, fever of 100.4 or higher?
      - Have you been in contact with anyone that has tested positive for COVID in the past 10 days?
      - Have you been diagnosed with COVID in the past 10 days?
  - If the visitor answers no to all of the questions, they will be allowed in and check in using the lobby guard system.
  - Limit movement on campus or designate meeting to a single building/room
  - Visitors will be provided instructions regarding maintaining physical distancing and the required use face coverings when around others
  - Visitors will sign out when they leave

### **Cafeteria**

- “Grab and Go” meals will be provided on site.

### **Non-school Facility Use**

- Will be suspended until further notice

## **EXPOSURE MANAGEMENT PLAN**

When there is a suspected or confirmed case of COVID-19, the site will:

- During operational hours:
  - Send an employee home or utilize the isolation room.
  - Learners will wait in the isolation room until they can be picked up.
  - Any employee caring for sick children, or who has close contact with any child with a medical condition that precludes the child's use of a cloth mask, will be provided a medical grade mask.
  - Relocate staff and learners in the infected area until it can be disinfected.
- After Hours:
  - The site will instruct the employee/learner to quarantine/isolate at home.
- Identify close contacts to the case through investigation. The Director and/or COVID 19 Team will utilize the iLEAD COVID Response/fillable form see appendix A.
- Immediately notify exposed employees and families of learners. (Links with information on isolation and quarantine will be in the notification letter.)
- Assure access to testing for all exposed individuals within the school as the basis for further control measures. Links to testing facilities will be in the employee or parent notification letter.
- Report all COVID-19 exposures at the school to the Department of Public Health.
  - Redcap Reporting Portal  
<https://dphredcap.ph.lacounty.gov/surveys/?s=RERMHDTWAR>
  - Completing the COVID-19 Case and Contact Line List for the Educational Sector  
[http://publichealth.lacounty.gov/acd/Diseases/EpiForms/COVID\\_OBlinelist\\_Education\\_Sector.xls](http://publichealth.lacounty.gov/acd/Diseases/EpiForms/COVID_OBlinelist_Education_Sector.xls)

## **RESPONDING TO CONFIRMED OR SUSPECTED COVID-19 CASES**

When required, iLEAD Lancaster will consult with state and local public health agencies for mitigation practices and responsible protocols. iLEAD Lancaster will follow the California Health Department strategies listed below for returning employees to work.

The following are considered minimum criteria for return to work and some variation may occur depending on individual cases, our local public health department, and unique circumstances.

### ***Symptomatic Positive:***

Employees with symptoms who are laboratory confirmed to have COVID-19.

1. At least 24 hours have passed since resolution of fever without use of fever reducing medications; and
2. At least 10 days have passed since symptom onset; and
3. Other symptoms have improved.

***Asymptomatic Positive:***

Employees who have never had symptoms and are laboratory confirmed to have COVID-19. A minimum of 10 days have passed since the date of their first positive COVID-19 tests being administered. If symptoms develop then the criteria for Symptomatic Positive cases will apply.

***Symptomatic Negative:***

Employees who have symptoms must stay home until fever free without fever reducing medication for 24 hrs and improved symptoms.

***Close Contacts defined as when both parties were wearing a mask but within 6 ft of each other for over 15 minutes cumulative.***

***Close Contacts- Asymptomatic Negative:***

Employees who never had symptoms but were tested due to a close contact with a laboratory confirmed case patient and were negative.

- If vaccinated no quarantine
- If tested positive for COVID 19 in the last 3 months - no quarantine
- If Unvaccinated Employees should quarantine at home for 10 days after the last known contact with the case-patient. Symptoms can develop even after testing negative within 10 days of exposure. The local health department and Cal/OSHA may consider allowing an earlier return to work only if an employee in a critical infrastructure industry in which the essential operations of the workplace would be compromised by quarantine of the employee and no alternate staff can perform the role. It must be shown that the removal of the employee would create an undue risk to a community's health and safety.

***Close Contacts- Symptomatic Untested:***

Employees who have symptoms of COVID-19, and were not tested. Testing is encouraged. If an employee cannot be tested or refuses to be tested, use the same criteria for return to work as Symptomatic Positive cases.

***Close Contacts- Asymptomatic Unvaccinated:***

When both parties were wearing a mask but within 6 ft of each other for over 15 minutes cumulative:

- Close contact must self-quarantine
- Monitor symptoms for 10 days after the last exposure to the infected person. If remains asymptomatic quarantine can end after Day 10 without testing, although they should monitor through Day 14.
- Quarantine may end after Day 7 if contact remains asymptomatic AND if a diagnostic specimen is collected after Day 5 from the date of last exposure and the result is negative, continue to monitor through Day 14.

If an employee tests positive for COVID-19, iLEAD Lancaster will immediately inform co-workers of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required

by the Americans with Disabilities Act (ADA) and the Fair Employment and Housing Act (FEHA). iLEAD Lancaster will also investigate any confirmed COVID-19 illness to determine and mitigate any work-related factors that may have contributed to the risk of infection.

iLEAD Lancaster will establish, implement, and maintain policies and procedures for COVID-19 testing of staff who had a COVID-19 exposure, who have COVID-19 symptoms, or as recommended by the local health department. iLEAD Lancaster will provide on site testing of un vaccinated once a week as required by law.

***The school testing section will be updated as needed based on further guidance from CDPA, consultation with labor, and/or legislative action.***

#### **Cleaning and Disinfecting Following a Confirmed COVID-19 Case.**

1. Temporarily close the general area where the infected employee or guest worked/visited until cleaning has been completed.
2. If possible, open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before cleaning and disinfecting the area.
3. Conduct deep cleaning of the entire general area where the infected employees worked and may have been, including break rooms, restrooms and travel areas with a cleaning agent approved for use by the EPA against the coronavirus.
4. Custodial personnel cleaning the area must be equipped with proper personal protective equipment for COVID-19 disinfection (disposable gown, gloves, eye protection, or mask, if required).

#### **SYSTEM FOR COMMUNICATION**

Communication between employees and iLEAD Lancaster on matters relating to COVID-19 mitigation and response is important to ensure employees' safety while in the workplace. Therefore, iLEAD Lancaster has a communication system that is intended to accomplish clear and concise exchange of information by providing a single point of contact for managers and supervisors. Employees are encouraged to freely communicate with their supervisors and managers with regard to coronavirus symptoms, possible exposures, workplace concerns, and suggestions for correction of potential hazards without fear of reprisal.

1. All iLEAD Lancaster employees are encouraged to report to their immediate manager or supervisor concerns regarding COVID-19 mitigation practices or possible COVID-19 exposure in the workplace.
2. Directors and supervisors who, after assessing the concern, determine that additional guidance or assistance is required shall contact the Director of Employee Services, who will assess the report and notify essential personnel for an appropriate response.
3. If an employee has a disability, medical, or other condition that puts them at increased risk of severe COVID-19 illness and an accommodation is needed, they are encouraged to report it to Natasha Baugh, Director of Employee Services. iLEAD Lancaster will evaluate the request and determine, with input from the employee and health care provider, whether the employee can be accommodated.
4. iLEAD Lancaster will provide COVID-19 testing to potentially exposed employees.

\*See Communications Appendix for communications procedures and letter templates.

## **MULTIPLE COVID-19 INFECTIONS AND COVID-19 OUTBREAKS**

iLEAD Lancaster will adhere to the following policies and practices should the workplace experience a COVID-19 outbreak or major outbreak.

***A COVID-19 outbreak is defined as 3 or more cases of COVID-19 in a 14 day period.***

***A major COVID-19 outbreak is defined as 20 or more cases of COVID-19 in a 30 day period.***

1. iLEAD Lancaster will provide the legally mandated COVID-19 testing to all exposed employees in the workplace except those who were not present during the period of an outbreak. The testing will be provided at no cost to the employees and will occur during working hours. An NSD employee is considered an essential worker. Essential Workers are offered free testing at LA County locations. LA County Testing Sites can be found: <https://covid19.lacounty.gov/testing/>
2. All employees will be tested as frequently as required for a COVID-19 outbreak or a major COVID-19 outbreak. Additional testing will be provided when deemed necessary by Cal/OSHA.
3. We will quarantine and exclude all COVID-19 cases and those exposed to the COVID-19 cases as set forth above in Responding to Positive or Suspected COVID-19 Cases in the Workplace.
4. iLEAD Lancaster will immediately investigate and determine possible COVID-19 hazards that may have contributed to the outbreak in accordance with **Investigation, Identification, and Correction of COVID-19 Hazards and Responding to Positive or Suspected COVID-19 Cases in the Workplace.**
5. iLEAD Lancaster will perform a review of its COVID-19 policies, procedures, and controls and implement changes where needed. The investigation and review will be documented and include review of:
  - a. Leave policies and practices to insure employees are encouraged to remain home when sick;
  - b. COVID-19 testing process;
  - c. Insufficient outdoor air;
  - d. Lack of physical distancing, face coverings or use of other PPE;
  - e. Evaluation of mechanical ventilation, and, if possible, filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the system. We will evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other cleaning systems would reduce the risk of transmission;
  - f. Determine the need for additional respiratory protection;
  - g. Determine whether to halt some or all operations until the COVID-19 hazard has been corrected;
  - h. Implement any other control measures as required by Cal/OSHA.
6. Notify the local health department as required by law.

## **REPORTING, RECORDKEEPING, AND ACCESS**

iLEAD Lancaster is committed to following all local and state law requiring reporting, recordkeeping, and access to records. It is our policy to:

1. Record and track all COVID-19 cases, including the date of a positive test, as required by law.



The record will be made available to employees, authorized employee representatives, or as otherwise required by law. All identifying information will be removed prior to providing access.

2. Report information about COVID-19 cases to the local health department when required by law and to provide the local health department all requested information.
3. Immediately report to Cal/OSHA any COVID-19 related serious illness or death, as defined by law, occurring in the workplace.
4. Keep and maintain records of iLEAD Lancaster's efforts to implement the written COVID-19 Prevention Program.
5. Make the COVID-19 Prevention Program available to employees, authorized employee representatives, and to Cal/OSHA immediately upon request.

### **EMPLOYEE TRAINING**

iLEAD Lancaster will provide information and training in the general description of COVID-19, symptoms, when to seek medical attention, how to prevent the spread, and the employer's procedures for preventing its spread at the workplace. The training may consist of reviewing written documentation, in-person presentation, online video training and/or acknowledgment of receipt of iLEAD Lancaster COVID-19 prevention program.

Employees will be notified of the training and all employees are required to participate.

**All Employees will receive a copy of this protocol via paycom app and it will be posted on school websites.**

# Coronavirus (COVID-19)

Response  
Plan

Use this Response Plan to guide the actions you need to take and the communications you'll need to send if your site is impacted by COVID-19.

## Choose the Scenario that Best Fits Your Situation

### Direct COVID-19 Illness Scenarios

- [A staff member or learner has been presumed positive or has tested positive for COVID-19](#)
- [A staff member or learner is being tested for COVID-19](#)
- [A staff member or learner's household member has symptoms or tested positive](#)
- [A staff member or learner is in mandatory isolation](#)
- [A staff member or learner is in](#)  
[voluntary isolation](#)

### Other COVID-19 Scenarios

- [The local/federal government or health department has mandated that our site must close](#)
- [A school in my community has closed or there are confirmed/presumed cases of COVID-19 in the community](#)
- [I'm worried I don't have enough staff](#)

Don't see your scenario? Check the [Home quarantine Instructions](#) mail [ERT@ileadschools.org](mailto:ERT@ileadschools.org).

## A staff member or learner has been presumed positive or tested positive for COVID

Site Leadership/ Illness Prevention Team Actions	<ul style="list-style-type: none"> <li>❑ Email Emergency Response Team at <a href="mailto:ERT@ileadschools.org">ERT@ileadschools.org</a> letting them know you had a positive test and complete our <a href="#">fillable form</a> and the health department survey with all necessary details. Send the copy you receive from LACDPH by email to <a href="mailto:ERT@ileadschools.org">ERT@ileadschools.org</a></li> <li>❑ Fill out the Health department survey <a href="#">Health Department Survey</a> for notification and guidance.</li> <li>❑ If an employee has tested positive, provide an update to the email <a href="mailto:ERT@ileadschools.org">ERT@ileadschools.org</a>.</li> <li>❑ If you don't get an immediate response from DPH, contact <a href="mailto:April.Cauthron@ileadschools.org">April.Cauthron@ileadschools.org</a> and <a href="mailto:Amanda.Fischer@ileadschools.org">Amanda.Fischer@ileadschools.org</a>.</li> <li>❑ Inform staff and families using the family letter communication below (if applicable).</li> <li>❑ Contact tracing begins, identify all learners and staff that have been in 6ft of individual that tested positive; all close contacts should be contacted- if vaccinated and asymptomatic they do not need to quarantine, if they had COVID in last three months and asymptomatic they do not need to quarantine; If unvaccinated they must quarantine for 10 days from exposure or may return after 7 days in they test negative after day 5.</li> <li>❑ Illness Prevention Team shall monitor for illness and inform the Site Director of any additional people showing <a href="#">symptoms</a> or getting tested and results.</li> <li>❑ Notify Learners' Families and share <a href="#">family letter</a> with Cohort Directly Impacted and <a href="#">Letter 2</a> to Cohorts not Directly Impacted (if applicable).</li> <li>❑ <a href="#">Health Department Decision Pathways</a></li> </ul>
Executive Director Actions	<ul style="list-style-type: none"> <li>❑ Support your Site Director through COVID-19 process .</li> <li>❑ Keep Executive Team, Site Director, and Emergency Response Team informed of any actions or additional positive tests.</li> </ul>
Staff Communication	<ul style="list-style-type: none"> <li>❑ Employee Services will notify staff and give them the <a href="#">Employee Resources</a> document.</li> <li>❑ Use <a href="#">these talking points</a> as needed.</li> <li>❑ <a href="#">Home isolation instructions</a></li> </ul>
Family Communication	<ul style="list-style-type: none"> <li>❑ Customize the <a href="#">Family Letter</a> and email it to <a href="mailto:ERT@ileadschools.org">ERT@ileadschools.org</a> for approval (if applicable).</li> <li>❑ Deliver the letter to families and reference the <a href="#">Family FAQ</a> as needed (if applicable).</li> </ul>
Actions	<ul style="list-style-type: none"> <li>❑ Follow Guidance from LA County Department of Public Health.</li> <li>❑ Log Information on to site COVID19 <a href="#">Home isolation for close contact</a>.</li> <li>❑ Site Director notifies Illness Prevention Team, validates confirmed case.</li> <li>❑ Follow up with communication to staff and/or families.</li> <li>❑ Site Facilities Team will schedule a deep clean if you have a 72-hour closure</li> </ul>

## A staff member or learner is being tested for COVID-19

Site Leadership/ Illness prevention Team Actions	<ul style="list-style-type: none"> <li>❑ Complete the <a href="#">fillable form</a> for each person tested with all necessary details if you didn't complete it when you learned the person was sick.</li> <li>❑ Email <a href="mailto:ERT@ileadschools.org">ERT@ileadschools.org</a> and Site Director.</li> <li>❑ Ensure working staff are continuing to routinely clean and disinfect all high-touch surfaces throughout the site.</li> <li>❑ Ensure the tested staff member or child as well as anyone who lived in their home stays out of the site until cleared to return.</li> <li>❑ Do not communicate anything to staff or families until you receive the test results.</li> <li>❑ If the person gets tested or informs you the test comes back positive, or you are told to presume positive, follow directions for positive cases.</li> <li>❑ Monitor for illness and inform <a href="mailto:ERT@ileadschools.org">ERT@ileadschools.org</a> and site director of any additional people showing <a href="#">symptoms</a> or getting tested and results. Partner with your local health department.</li> </ul>
Staff & Family Communication	<ul style="list-style-type: none"> <li>❑ If test results come back negative, no communication is necessary.</li> <li>❑ If test results come back positive, follow the staff and family communication guidance on the previous page.</li> <li>❑ <a href="#">Home quarantine Instructions</a>.</li> </ul>

## A staff or learner's household member has symptoms of COVID-19 or tested positive

Site Leadership/ Illness prevention Team Actions	<ul style="list-style-type: none"> <li>❑ Email <a href="mailto:ERT@ileadschools.org">ERT@ileadschools.org</a>.</li> <li>❑ Complete the <a href="#">fillable form</a>.</li> <li>❑ The employee/child who works at/attends your site must stay out of the site until the individual with symptoms is symptom-free for 24 hours unless they are vaccinated</li> <li>❑ If member of the employee/child's household is in isolation with a confirmed case, the employee/child who works at/attends your site if vaccinated and asymptomatic they do not need to quarantine, if they had COVID in last three months and asymptomatic they do not need to quarantine; If unvaccinated they must quarantine for 10 days from exposure or may return after 7 days in they test negative after day 5.</li> <li>❑ Treat presumed-but-not-confirmed cases the same as a confirmed case.</li> <li>❑ Keep Site Director informed ASAP on any additional individuals showing <a href="#">symptoms</a>.</li> </ul>
Actions	<ul style="list-style-type: none"> <li>❑ Partner with April Cauthron</li> <li>❑ Keep Executive Team up to speed on any additional positives/changes.</li> </ul>
Staff & Family Communication	<ul style="list-style-type: none"> <li>❑ If health department determines your site should close, follow the staff and family communication guidance on the previous page.</li> <li>❑ <a href="#">Home Quarantine instructions</a>.</li> </ul>

### A staff member or learner has **2 symptoms** of COVID-19 or loss of taste/smell

Site Director/ Actions	<ul style="list-style-type: none"> <li>❑ The employee/learner who works at/attends your site and household members must stay home until the individual with <a href="#">symptoms</a> is symptom-free for 24 hours .</li> <li>❑ Keep informed ASAP on any additional individuals showing <a href="#">symptoms</a>.</li> </ul>
Site Actions	<ul style="list-style-type: none"> <li>❑ Partner with April Cauthron.</li> <li>❑ Keep Executive Team up to speed on any additional positives/changes.</li> </ul>

### A staff member or learner is in **mandatory isolation / quarantine**

Site Leadership/ Illness prevention Team Actions	<ul style="list-style-type: none"> <li>❑ Ensure employee or child and household members stay home for 10 days to monitor for illness and if multiple people are displaying <a href="#">symptoms</a>.</li> <li>❑ if vaccinated and asymptomatic they do not need to quarantine, if they had COVID in last three months and asymptomatic they do not need to quarantine; If unvaccinated they must quarantine for 10 days from exposure or may return after 7 days in they test negative after day 5.</li> <li>❑ Inform ERT if the person gets tested and follow steps above.</li> </ul>
Site Director Actions	<ul style="list-style-type: none"> <li>❑ If the health department determines the site should close, follow the steps above above</li> </ul>
Staff & Family Communication	<ul style="list-style-type: none"> <li>❑ None, unless health department determines your site should close, in which case follow the staff and family communication guidance above.</li> <li>❑ <a href="#">Home quarantine Instructions.</a></li> </ul>

# Coronavirus (COVID-19)

Response

Plan

**The local/federal government or health department has mandated that our site must close**

Site Leadership/ Illness prevention Team Actions	<ul style="list-style-type: none"> <li><input type="checkbox"/> Reach out to <a href="mailto:ERT@ileadschools.org">ERT@ileadschools.org</a> to validate the closure and confirm it applies.</li> </ul>
Staff Communication	<ul style="list-style-type: none"> <li><input type="checkbox"/> Notify staff and give them the <a href="#">Employee Resources</a> document.</li> <li><input type="checkbox"/> Use <a href="#">these Reopening Protocols</a> as needed.</li> </ul>
Family Communication	<ul style="list-style-type: none"> <li><input type="checkbox"/> Customize the <a href="#">Family Letter (add link)</a> and email it to for approval.</li> <li><input type="checkbox"/> Deliver the letter to families and reference the <a href="#">Family FAQ</a> as needed.</li> </ul>
Actions	<ul style="list-style-type: none"> <li><input type="checkbox"/> Family Support activates possible magnet sites to take children.</li> <li><input type="checkbox"/> Recruiting Team supports AM/SD with placing staff.</li> </ul>

**A school in my local community has closed or there are confirmed /presumed cases of COVID-19 in the community**

[http://publichealth.lacounty.gov/media/Coronavirus/docs/protocols/reopening\\_K12schools.pdf](http://publichealth.lacounty.gov/media/Coronavirus/docs/protocols/reopening_K12schools.pdf)

Site Leadership/ Illness prevention Team Actions	<ul style="list-style-type: none"> <li><input type="checkbox"/> Email <a href="mailto:ERT@ileadschools.org">ERT@ileadschools.org</a> and your Regional Leader with the details of the situation.</li> <li><input type="checkbox"/> Call your local health department for guidance.</li> <li><input type="checkbox"/> Site remains open unless health department issues closure.</li> </ul>
SD Actions	<ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">Prevention and precautions</a>.</li> </ul>
Staff & Family Communication	<ul style="list-style-type: none"> <li><input type="checkbox"/> If staff or families have questions, reference the <a href="#">CDC FAQ</a> as needed.</li> <li><input type="checkbox"/> <a href="#">Home quarantine Instructions</a>.</li> </ul>

**I'm worried that I don't have enough Staff...**

AM/SD Actions	<ul style="list-style-type: none"> <li><input type="checkbox"/> Contact Leadership support and Employee services.</li> </ul>
Actions	<ul style="list-style-type: none"> <li><input type="checkbox"/> Work with Employee Services.</li> </ul>
Actions	<ul style="list-style-type: none"> <li><input type="checkbox"/> Employee Services works with Site Director to find staff.</li> </ul>

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