

Regional Access Project Foundation

COVID-19 Safety Plan

The Regional Access Project Foundation (RAP) values the health and safety of all employees, volunteers, and clients. This plan relays RAP's response to the COVID-19 global pandemic. RAP will protect our workers and consider your health and safety during this pandemic. The following employee has been designated as contacts for questions about this program: Leticia De Lara, Chief Executive Officer.

Compliance

RAP will comply with any and all local, state, and federal response efforts, emergency response orders, or recommendations from various health agencies, including but not limited to: Occupational Safety and Health (OSHA), California Division of Occupational Safety and Health (Cal/OSHA), Centers for Disease Control and Prevention (CDC), World Health Organization (WHO), etc.

To ensure the safety of our employees, volunteers, and clients, we ask that all employees comply with the COVID-19 safety plan. This plan will be updated as needed, to insure that all workers are protected as this pandemic evolves and changes our workplaces.

Communication

RAP will communicate all efforts to maintain health, safety, and security in our changing workplaces. RAP will monitor new directives given, and will relay any updates and changes as they arise. However, in the event that a conflict in direction from RAP and a directive issued by local, state, or federal authorities; you should follow the directives given by the trusted authorities leading the response efforts in this global pandemic.

Group Work

RAP will follow any updates from the experts in the response to this pandemic, such as: Cal/OSHA, OSHA, CDC, WHO, etc. If necessary and in order to comply with existing regulations, RAP will commit to encouraging all employees to avoid large group meetings, consider using emails, FaceTime, Zoom, one-on-one meetings at a safe distance, or other technology.

Personal Protective Equipment

RAP will obtain and supply recommended PPE, such as: respirators, gloves, eye protection, soap and water or hand sanitizer as needed. If subcontractors are on premises, we will work in conjunction with the employer to verify that their employees are provided with the appropriate protective equipment.

Responsibilities

RAP Management will:

- Train all employees on safety procedures, changes in workplaces, and new requirements related to COVID-19.
- Implement, monitor, and update procedures as needed.
- Maintain compliance with this program for all employees in the workplace.
- Notify Management if an employee tests positive for COVID-19.
- Encourage workers to convey anything that compromises their safety in relation to COVID-19.
- Review this plan with all employees, and maintain documentation of training.
- Identify work-related health risks or exposures to COVID-19.
- Develop policies and procedures to ensure social distancing is enforced when required by health and safety guidelines.
- Review and modify as required breakroom usage
- Identify essential tasks required in a job that may create, or have inherent COVID-19 exposures. Convey these findings and develop/implement a plan for business operation. Monitor the plan, and make any applicable changes to procedures if an uncontrolled exposure arises.
- Monitor and use the latest COVID-19 health standards developed by trusted leaders in the COVID-19 response efforts, such as: Cal/OSHA, OSHA, CDC, WHO, etc.
- When required by local, state and federal guidelines, RAP will provide employees with face covers or encourage employees to use their own face covers for use whenever employees may be in workplaces with other persons. Review that face coverings are not the only personal protective equipment (PPE), but combined with physical distancing of at least six feet, they may help prevent infected persons without symptoms from unknowingly spreading COVID-19.

Managers and Supervisors

- Implement the COVID-19 safety plan to all employees.
- Monitor and investigate any possible violations of the policy.
- Assess the worksite to identify, monitor, or change any possible exposure to COVID-19.
- Notify CEO immediately if any persons on the site have tested positive for COVID-19, whether that individual is a member of RAP or not.
- Notify CEO if there are any concerns of exposure to COVID-19, or if there are existing uncontrolled hazards on the worksite.
- Convey best practices with employees and changes as they evolve.
- When health and safety guidelines require, do not allow any large gatherings of the people greater than the established mandates.
- When health and safety guideline require, ensure distances are maintained from other employees while at work or working with other customers on the jobsite.
- Monitor this plan, periodically assess, and convey any changes that may improve it to management.
- If an employee is confirmed to have COVID-19 infection, the following steps should be followed:
 1. Immediately notify the CEO/direct supervisor; they will notify relevant persons and separate them as appropriate.
 2. Management will conduct an incident investigation.
 3. The infected person should stay home unless they need medical care. When seeking medical care for an individual, notify the medical provider ahead.

All Employees

- If you have symptoms of COVID-19, such as fever, cough, shortness of breath, runny nose), notify your supervisor and stay home.
- Do not place your own health or other's well-being at risk. If you have been exposed to COVID-19, or if there may be a possible risk to exposure, notify your supervisor immediately.
- Wear appropriate face covering as instructed or required by your employer or trusted leaders in the COVID-19 response efforts, such as: Cal/OSHA, OSHA, CDC, WHO, etc.
- Practice good hygiene and follow etiquette - cover your coughs and sneezes using the elbow technique or a tissue. Wash your hands with soap and water for at least 20 seconds or clean your hands with at least 60% alcohol based hand sanitizer.
- Do not share workspaces (desks, offices, cubicles) and work items (phones, computers, tools, equipment, and other "high touch" instruments. Clean the surfaces of these items as frequently as possible.

- If items must be shared, clean and disinfect shared workspaces and work items before and after use. Clean the surfaces of these items as frequently as possible.
- If you encounter a possible exposure to COVID-19 at your worksite or jobsite, notify your supervisor.
- Ensure the proper use of all PPE.
- If health/safety regulations require, we will practice physical distancing by cancelling in-person meetings, using video or telephonic meetings, and maintaining a distance of at least six (6) feet between persons at the workplace when possible.
- If you return to work following an illness, promptly report any reoccurrence of symptoms.

Return-to-Work Criteria

- **COVID-19 cases with symptoms** will not return to work until all the following have occurred:
 - At least 24 hours have passed since a fever of 100.4 °F. or higher has resolved without the use of fever-reducing medications, and
 - COVID-19 symptoms have improved, and
 - At least 5 days have passed since COVID-19 symptoms first appeared.
- **COVID-19 cases who tested positive but never developed symptoms** will not return to work until a minimum of 5 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work once the requirements for “cases with symptoms” or “cases who tested positive but never developed symptoms” (above) have been met.
- Persons who had a close contact may return to work as follows:
 - Close contact but never developed symptoms: after 5 days have passed since the last known close contact unless either of the following exceptions apply:
 - Five days have passed since the last known close contact and the person wears a face covering and maintains six feet of physical distance from others while at the workplace for 5 days following the last date of close contact.
 - Five days have passed since the last known close contact; the person tested negative for COVID-19 using a COVID-19 test with the specimen taken at least five days after the last known close contact; and the person wears a face covering and maintains six feet of physical distance from others while at the workplace for 5 days following the last date of close contact.

- Close contact with symptoms: when the “COVID-19 cases with symptoms” criteria (above) have been met.
- If an order to isolate, quarantine, or exclude an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted.

Training

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

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

COVID-19 Infection Prevention Measures

- Sick employees will be actively encouraged to stay home.
- Employees with frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, or recent loss of taste or smell will be sent immediately home or to medical care, as needed.
- Employees who are out ill with fever or acute respiratory symptoms will not be allowed to return to work until both of the following occur:
 - At least 10 days pass since the employee was diagnosed with Covid-19 by a medical doctor, and a signed diagnosis document is given to employee to give to their supervisor or CEO; and
 - At least three full days pass with no fever (without the use of fever-reducing medications) and no acute respiratory illness symptoms.
- Employees will be provided with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19, if required to by the Families First Coronavirus Response Act.
- Employees will be encouraged to telework from home when necessary and possible.
- Procedures have been established to routinely clean and disinfect commonly touched objects and surfaces such as elevator buttons, handrails, copy machines, faucets, and doorknobs. These surfaces will be cleaned with soap and water prior to disinfection. These procedures include:
 - Using disinfectants that are [EPA-approved](#) for use against the virus that causes COVID-19.
 - Providing EPA-registered disposable wipes for employees to wipe down commonly used surfaces before use.
 - Following the manufacturer's instructions for all cleaning and disinfection products (e.g., safety requirements, PPE, concentration, contact time).
 - Ensuring there are adequate supplies to support cleaning and disinfection practices.
- If an employee is confirmed to have COVID-19 infection:
 - We will inform employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).
 - We will temporarily close the general area where the infected employee worked until cleaning is completed.

- We will conduct deep cleaning of the entire general area where the infected employee worked and may have been, including breakrooms, restrooms and travel areas, with a cleaning agent approved for use by the EPA against coronavirus. A professional cleaning service may be used as well.
 - Employees cleaning the area will be equipped with the proper PPE for COVID-19 disinfection (disposable gown, gloves, eye protection, mask, or respirator if required) in addition to PPE required for cleaning products.
- If health/safety conditions require, we will advise employees to avoid non-essential travel if possible and advise that they should check [CDC's Traveler's Health Notices](#) prior to travel.

General Safety

- Do not shake hands.
- Avoid touching your face. Cover coughs and sneezes.
- As approved by management, increase ventilation by opening doors.
- If health/safety conditions require implementation of strict local guidelines, we will limit or prohibit meetings and travel.
- Handle food carefully, avoid sharing of food and water.
- If health/safety conditions require implementing strict local guidelines, lunches and breaks should be taken separately if possible.

Washing Facilities

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

Jan Pye, Chairperson Date

Leticia De Lara, CEO Date