



**Los Angeles County
Office of Education**

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





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

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.

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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@lacoedu. 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@lacoedu, 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](#).

All employees and visitors to LACOE facilities must complete the online Daily Symptom Screener before entering a LACOE facility. All employees and visitors must be prepared to present their certificates of clearance to the appropriate authority identified in the site addendums.

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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

Where possible, we ensure at least six feet of physical distancing at all times in our workplace utilizing the following controls. Site specific measures for ensuring physical distancing can be reviewed in the site's addendum, and includes, at a minimum, the following controls.

SIGNAGE

LACOE has posted signage at the entrances of each of its facilities providing clear guidance to employees and visitors regarding the measures LACOE has taken to ensure their safety while onsite. This signage also includes the expectations of employees and visitors upon entering the facilities and other visual cues to indicate where to stand, where individuals may congregate, and the direction of travel.

Additionally, informational posters and flyers detailing the components, actions, and instructions that are integral in minimizing the spread of COVID-19 are posted throughout the LACOE facilities

LACOE specific signage can be found [here](#). Divisions may contact the Reprographics desk to order the signs available at the above-referenced link.

IN-SUITE MEETING ROOMS

While in-person meetings are currently prohibited, the use of in-suite meeting rooms may be necessary for certain functions, such as when an employee needs more space to complete larger projects, or if a project requires additional privacy protections. In-suite meeting rooms have the maximum occupancy of the room posted. Employees must seek director approval prior to scheduling or using open meeting rooms. Please note that some smaller meeting rooms may be closed completely.

BREAK ROOMS AND COMMUNAL SPACES

LACOE has assessed the maximum occupancy allowing for appropriate social distancing in all break rooms, kitchens, copy rooms, and other communal spaces. Each room is clearly marked with a modified maximum occupancy for the duration the COVID-19 pandemic. Individuals will be required to adhere to the cleaning protocols described in the in this CPP and the Training described below.

FACE COVERINGS

We provide clean, undamaged face coverings and require they are properly worn by all individuals entering a LACOE facility over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or Los

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Angeles County Department of Public Health (LACDPH). Disposable face coverings may be requested from the authority identified in site addendums.

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

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

Please review the site addendums for site-specific measures LACOE has taken for situations where we cannot maintain at least six feet between individuals. These measures may include installing solid plexi-glass partitions.

We have also 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, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

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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.

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@lacoedu, 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 should contact the office of Labor Relations by emailing HRSLaborRelationsStaff@lacoedu.

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 facecoverings.
- 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.

COVID-19 training rosters are maintained by HRS.

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.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- 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).

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- 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.

Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
 - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
 - COVID-19 symptoms have improved.
 - At least 10 days have passed since COVID-19 symptoms first appeared.
 - COVID-19 cases who tested positive but never developed COVID-19 symptoms will 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.
 - A negative COVID-19 test will not be required for an employee to return to work.
 - If an order to isolate or quarantine 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.
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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)]

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

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
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Other			
Other			
Administrative			
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			
Other			
Other			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			
Other			

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.

DEFINITIONS

EXPOSURE

[Exposure](#) is defined as close contact with someone diagnosed with or suspected to have COVID-19. A close contact is defined as an individual who was within 6 feet of the infected person for more than 15 minutes or contact with the infected person's body fluids and/or secretions, for example, being cough or sneezed on, or sharing of a drink or food utensils

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. Neither Public Health clearance nor a negative COVID-19 test is required for return to work. Please review the chart on the following page.

Category	Minimum Criteria for Return to Work <i>(As of January 28, 2020)</i>
<p>Symptomatic Positive Employees with symptoms who are laboratory confirmed to have COVID-19</p>	<p>Home Isolation -At least 10 days since symptoms first appeared and at least 24 hours with no fever without fever-reducing medication and symptoms have improved.</p>
<p>Asymptomatic Positive Employees who never had symptoms and are laboratory confirmed to have COVID-19</p>	<p>Home Isolation -A minimum of 10 days have passed since the date of their positive COVID-19 test. If they develop symptoms, then the criteria for laboratory confirmed cases with symptoms apply.</p>
<p>Symptomatic Negative Employees who had symptoms of COVID-19 but test result returned negative</p>	<p>Home Isolation - Use the same criteria for return to work as laboratory confirmed cases.</p>
<p>Asymptomatic Negative Employees who never had symptoms but were tested due to close contact with a laboratory-confirmed case patient and were negative</p>	<p>Home Quarantine - Employees should quarantine at home for 10 days after the last known close contact with the case patient. Symptoms can develop even after testing negative within 10 days after exposure.</p>
<p>Symptomatic Untested Employees who had symptoms of COVID-19 but were not tested</p>	<p>Home Isolation - Testing is highly recommended. If the employee cannot be tested, use the same criteria for return to work as laboratory confirmed cases.</p>
<p>Asymptomatic Untested Employees who had close contact to a laboratory-confirmed case patient at work, home, or in the community and do not have symptoms.</p> <p>OR</p> <p>Employees who refuse or are unable to be tested after close contact with a laboratory-confirmed case, despite recommendation for testing from local health department or healthcare provider, and do not have symptoms.</p>	<p>Home Quarantine - Employees should be quarantined at home for 10 days after the last known close contact with the case patient. Testing is highly recommended.</p> <p>Home Isolation - Employees who develop symptoms of COVID-19 while in quarantine should contact their healthcare provider. Even if they are not tested, the same criteria for return to work should be used as laboratory confirmed cases.</p>

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 (doorknobs/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 practice physical distancing, 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.

Updated March 10, 2021



International Polytechnic High School (IPoly) COVID-19 Prevention Program (CPP) Addendum

This addendum should be read in conjunction with the overall Los Angeles County Office of Education (LACOE) CPP, and is designed to control exposures to the SARS-CoV-2 virus that may occur in IPoly located at 3851 W. Temple Avenue, Pomona CA 91768.

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AUTHORITY AND RESPONSIBILITY

LACOE's Educational Programs has established a COVID-19 Compliance Team responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID-19. One member of this team is designated as a liaison to DPH in the event of an outbreak on campus.

- The LACOE Ed Programs COVID-19 Team consists of:
 - Tonya Ross, R.N. Health and Wellness Coordinator, ross_tonya@lacoedu, (562)401-5437
 - Breanna Moya, R.N., School Nurse, moya_breanna@lacoedu, (909)839-2320
 - Lazette Scott-Bowens, R.N., School Nurse, scott-bowens_lizette@lacoedu, (562)922-6512
 - Monica Chan, School Nurse, R.N., chan_monica@lacoedu, (323)262-2263
- The IPoly COVID-19 liaison is Ginger Paul, Principal. Contact: paul_ginger@lacoedu, Phone: (562)302-3434

CORRECTION OF COVID-19 HAZARDS

School administration will conduct regular walkthroughs to document any hazards and follow up in mitigating such hazards.

If LACDPH requirements are not met, staff shall bring concerns to the school site administrator who will have a chance to remedy the situation within two (2) working days. Unit members can immediately remove themselves from a situation in which they feel unsafe. If the situation is unable to be remedied, the staff will be given alternative work duties within their job description as directed until conditions are made safe for the completion of the original assignment, provided modification sufficiently addresses safety concerns.

CONTROL OF COVID-19 HAZARDS

PHYSICAL DISTANCING

In addition to the physical distancing controls identified in the CPP, we have implemented the following measures in IPoly.

LOBBIES

There is clear signage when entering the lobby at IPoly school office. All visitors will maintain a directional flow entering and exiting the lobby and directional arrows are placed on the ground when entering and exiting. There is space for one visitor to enter the lobby at a time and visitor remains behind the plexiglass barrier when being helped.

HALLWAYS

Directional flow of traffic is designated for all hallways and walkways. While larger hallways have signage reminding individuals to walk to the right side and to maintain social distance, smaller walkways may be

one way, or directional. Traffic between cubicles is not permitted unless an employee works in a cubicle in that area.

ELEVATORS

The maximum capacity of elevators is a single individual at all times.

ENGINEERING CONTROLS

PARTITIONS

Plexi-glass barriers have been installed where we cannot maintain at least six feet between individuals.

ENTRANCES AND EXITS

At IPoly, staff enter and exit the campus through one of five entries.

In the case of an emergency, additional entrances may be available to employees. Employees may exit the building through any of the available exits.

VENTILATION

LACOE has worked closely with its heating and air conditioning consultant and implemented the following best practices for the heating and air conditioning systems at IPoly school:

- Installed MERV 13 filters or the highest rated filter that the building system will accept
- Sealed edges of the filters
- System on 24 hours a day, 7 days a week
- System on 100% outside fresh air with no recirculation (therefore propping doors open is not ideal)
- Installed bipolar needlepoint ionization by Global Plasma Solutions directly into the HVAC system as engineered infection protection device which were previously only installed in buildings such as hospitals to “scrub the air” of viruses such as COVID.

HAND SANITIZING

In order to implement effective hand sanitizing procedures, soap is available in all bathrooms and sinks in common areas. Two portable hand-washing stations have been added to the quad. Custodial staff replenish supplies daily. Administration will conduct daily walkthroughs to identify problem areas. Classrooms and office areas will be sanitized frequently, and staff will be reminded regularly to wash their hands. Hand sanitizer is available in each classroom supervised as needed by teacher for student use. Also, hand sanitizer will be made available at several hand sanitizing stations throughout the campus