

# IVROP COVID-19 RESPONSE PLAN

The Imperial Valley Regional Occupational Program (IVROP) has planned and prepared its workplace to help prevent and slow the spread of COVID-19. We recognize our facilities were identified as essential businesses during the COVID-19 closure to the public and some of our employees had the need to work from our facilities. As we get ready to once again open our doors to the public, and more of our IVROP teams return to work, it is critical to have in place specific measures to ensure the safety of our community and IVROP families. We are ready and committed to respond in flexible ways to the varying levels of the disease transmission in our community and refine our response plans as the situation changes.

IVROP has coordinated with local, state, and federal officials so that timely and accurate information guides its response. We understand that our local conditions influence the decisions that our public health officials take regarding community-level strategies and IVROP will continue to abide by guidance and restrictions set in place in the Imperial County Roadmap to Recovery, as well as the provisions listed in the worksite-specific protection plans. Our response plan and our worksite-specific protection plans are living documents and we welcome feedback and suggestions. Please forward your recommendations to your supervisor or submit them anonymously to the IVROP Superintendent.

IVROP has considered how best to decrease the spread of COVID-19 and lower the impact at its workplace. As we reopen our facilities to the public, our objectives are as follows:

- 1) Maintain a safe, healthy, and productive work environment
- 2) Minimize the risk of transmission among employees
- 3) Provide quality services, as best as possible, to our community and stakeholders in a safe manner

## MAINTAINING A SAFE, HEALTHY AND PRODUCTIVE ENVIRONMENT

Maintaining a safe, healthy, and productive work environment is important. IVROP supports and expects proper respiratory etiquette and hand hygiene for employees, customers, and worksite visitors. In our efforts to maintain a safe, healthy, and productive work environment, IVROP has taken the following measures:

- Provides tissues and no-touch disposal receptacles.
- Provides soap and water in the workplace. If soap and water are not readily available, use alcohol-based hand sanitizer that is at least 60% alcohol. If hands are visibly dirty, soap and water should be chosen over hand sanitizer. We ensure that adequate supplies are maintained.
- Places hand sanitizers in multiple locations to encourage hand hygiene.
- Places posters that encourage hand hygiene to help stop the spread at the workplace and in areas where they are likely to be seen.

- Discourages handshaking and encourages the use of other noncontact methods of greeting.
- Developed robust cleaning and disinfecting protocols
- Routinely and efficiently clean and disinfect all frequently touched surfaces in the workplace such as workstations, keyboards, telephones, doorknobs and counter tops.
- Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment when possible. If necessary, they are encouraged to clean and disinfect them before and after use.
- Provides cleaning and disinfecting supplies so that commonly used surfaces (e.g. keyboards, doorknobs, remote controls, desks, other work tools, and equipment) can be wiped down by employees before and after each use.

Additionally, IVROP performs routine cleaning and disinfection of workplace areas.

- Routinely cleans and disinfects all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs.
- Discourages workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible. If necessary, they are encouraged to clean and disinfect them before and after use.
- Provides cleaning supplies so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, other work tools and equipment) can be wiped down by employees before each use.

IVROP has a plan to perform enhanced cleaning and disinfection after persons confirmed to have COVID-19 have been in the facility. If a sick employee is confirmed to have COVID-19, the IVROP Janitor will be contacted to coordinate the cleaning of the facility the employee was in.

Following is the protocol followed at IVROP:

- The Superintendent or designated person, the Office Manager and the Human Resource Director are contacted by the immediate supervisor to share the COVID-19 exposure incident and to confirm areas that will be cleaned and disinfected (i.e., offices, common areas, vehicles, etc.)
- The Superintendent or designee, Office Manager, Human Resources Director and/or the Supervisor of the affected area, will determine which areas to isolate from employees and/or the general areas.
- The IVROP Office Manager *will coordinate the cleaning and sanitizing with the janitor and will notify* the IVROP Superintendent and the Human Resources Director and the site supervisor of the COVID-19 case within IVROP.
- The IVROP Board of Trustees will be informed by the Superintendent or designated staff.
- Notify any and all relevant partner agencies.
- Time and date for cleaning is confirmed with the supervisor(s). Generally, cleaning occurs after hours when employees/public are not present.
- Date and time will be provided to Superintendent and Human Resources.

- IVROP Janitor will confirm date and time for cleaning and sanitizing (disinfecting) impacted utilizing industry approved methods and equipment.
- Access is provided to janitor. After cleaning is complete, IVROP notifies the Department Supervisor, Human Resources, and the IVROP Board of Trustees.

## MINIMIZING TRANSMISSION AMONG EMPLOYEES

To minimize transmission, IVROP actively encourages sick employees to stay home.

- Employees who have symptoms (i.e., fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of smell or taste) have been asked to notify their supervisor and stay home.
- Sick employees are asked to follow CDC-recommended steps. Employees should not return to work until the criteria to discontinue home quarantine are met, in consultation with healthcare provider and IVROP's COVID-19 Team.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC recommended precautions.
- If an employee stays home because of any of the above-mentioned reasons, that employee shall contact Human Resources to receive eligibility information regarding a paid or partially paid leave of absence in accordance with the Families First Coronavirus Response Act (FFRCA).

IVROP has also identified where and how employees may be exposed to COVID-19 at work:

- OSHA guidance, including the guidance for employers, is used to protect workers from potential exposures.
- IVROP is aware that some employees may be at higher risk for serious illness, such as older adults and those with chronic medical conditions. For such reason, we have taken action to minimize face-to-face contact between these employees, we have assigned work tasks that allow them to maintain a distance of six feet from other workers, as well as customers and visitors, and to telecommute whenever possible.

**IVROP** will utilize and follow the established **ICOE** COVID-19 related protocols along with the IVROP Return to Work Protocols. Copies of the ICOE COVID-19 protocols have been disseminated to IVROP Coordinators, Director, Supervisors, and staff. The protocols apply to all employees who are working in the IVROP office or are telecommuting. Established procedures have been established for the following scenarios:

- Employee tests positive for COVID-19
- Employee displays COVID-19 symptoms
- Employee is potentially exposed a family/household member or co-worker who has tested positive, but the employee tests negative and/or displays no symptoms.

Employees play an important role in helping to reduce the spread of COVID-19 at the workplace and in our community. Employees are reminded of the following and they are expected to actively practice them:

- Employees can take steps to protect themselves at work and at home. It is known that older people and people with serious chronic medical conditions are at higher risk for complications.
- Follow the leave-related policies and procedures of IVROP.
- Stay home if you are sick, except to get medical care.
- Stay home if you have tested positive for COVID-19 and report your results to your supervisor immediately.
- Inform your supervisor if you have a sick family member at home with COVID-19.
- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol.
- Clean and disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection. To disinfect, use products that meet EPA's criteria for use against SARS-CoV-2, the cause of COVID-19, and are appropriate for the surface.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- When using shared equipment (e.g. copy machines, printers, etc.), clean and disinfect before and after each use.
- As much as possible stay in your work area and avoid unnecessary communication (talking) with co-workers or visitors.
- Practice social distancing by avoiding gatherings and maintaining distance (approximately 6 feet) from others when possible.
- Use face coverings any time you may come in contact with another fellow employee or with a visitor, remembering that maintaining 6-foot social distancing and all other prevention measures must continue to be practiced to slow the spread of the virus.

## **PROVIDE QUALITY SERVICES TO OUR COMMUNITY IN A SAFE MANNER**

IVROP understands the crucial role and the responsibility that it has to continue to provide safe and valuable services to our community, our school districts, our family and development stabilization partners as well as to our business associates. IVROP is constantly evaluating and collaborating with all stakeholders so that we can provide the highest levels of quality services without compromising safety, especially during the current pandemic situation.

To support our quality services and safe practices to our stakeholders, IVROP will do the following:

- Implemented flexible sick leave and supportive policies and practices (IVROP FFRCA).

- Ensured that sick leave policies are flexible and consistent with public health guidance and that employees are aware of and understand these policies.
- Maintained flexible policies that permit employees to stay home to care for a sick family member or take care of children due to school and childcare closures.
- Reviewed Human Resources policies to ensure that policies and practices are consistent with public health recommendations and are consistent with existing state and federal workplace laws (i.e., Department of Labor and the Equal Employment Opportunity Commission).
- Employee assistance program (EAP) resources and community resources are made available, as needed (The Holman Group).

### Exposure or Possible Exposure Protocols

To ensure continuity of operations of essential functions, the Centers for Disease Control and Prevention (CDC) advises that critical infrastructure workers may be permitted to continue work following [potential exposure](#) to COVID-19, provided they remain asymptomatic and additional precautions are implemented to protect them and the community. A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID-19. The timeframe for having contact with an individual includes the period of 48 hours before the individual became symptomatic.

IVROP has determined our organization is flexible enough to accommodate additional precautions. In the event of an actual or suspected exposure, employees will notify their immediate supervisor as soon as practical and stay home until further notice. The affected area supervisor will coordinate with Superintendent (or designee), the Office Manager and the Human Resource Director. The Office Manager will also coordinate a emergency meeting with the IVROP Senior Cabinet which also functions as the IVROP COVID-19 Response Team. The IVROP Senior Cabinet/ COVID-19 Response Team consist of the Superintendent, Office Manager, Human Resource/Fiscal Director, Educational Services Coordinator and the IVROP/DSS-CalWORKs Coordinator.

IVROP management team members will ensure that employees working at an IVROP facility where contact is likely with other IVROP employees or partner agency staff members or members of the public, adhere to the following practices prior to and during their work shift if working onsite:

- **Pre-Screen:** employee's temperature will be measured, and symptoms assessed prior to them starting work.
- **Regular Monitoring:** Employees should self-monitor for symptoms throughout the day. If any doubt arises, employees are to contact their supervisor for additional temperature check and symptom screening.
- **Wear a Facemask:** The employee shall wear a facemask at all times while in the workplace where physical distancing is not possible. IVROP will offer facemasks if the employee needs one. Employees can bring their own approved facemask.

- **Social/Physical Distance:** Employee shall maintain 6 feet and practice social distancing as work duties permit in the workplace.
- **Disinfect and Clean Workspaces:** All areas such as offices, bathrooms, common areas, shared electronic equipment are cleaned and disinfected routinely.
- **Testing:** Employees who have been exposed but are asymptomatic may be encouraged to be tested for COVID-19 at their own expense/using own health insurance/free testing site.

If the employee becomes sick during the day, will be sent home immediately. If the illness is suspected to be COVID-19, surfaces in their workspace will be cleaned and disinfected. The Supervisor and Office Manager will coordinate with the Human Resource Director to compile information on persons who had contact with the ill employee during the time the employee the time the employee had symptoms and 48 hours prior to symptoms will be compiled. Others at the facility with close contact within 6 feet of the employee during this time will be considered exposed. The Office Manager will collaborate with the IVROP COVID-19 Response Team to coordinate contact tracing and organizational response.

IVROP is constantly assessing its essential functions and the reliance that others and the community have on our services.

- We are prepared to change business practices, as needed, to maintain critical operations (e.g., identify alternative suppliers, prioritize existing customers, or temporarily suspend some of the operations if needed).
- We will continue to identify alternate supply chains for critical goods and services. Some goods and services may be in higher demand or unavailable.
- We will engage in conversations with partners about local response plans and share best practices with other others in our community, both in the public and private sector, to improve community response efforts.

IVROP leaderships has ongoing conversations about how we will operate if absenteeism spikes from increases in sick employees, those who stay home to care for sick family members, and those who must stay home to watch their children if dismissed from childcare or school.

IVROP commits to the following:

- We will monitor and respond to absenteeism at the workplace.
- We will Implement plans to continue the essential business functions in case it experiences higher than usual absenteeism.
- We are prepared to institute flexible workplace and appropriate leave policies.
- We will continue to cross-train employees to perform essential functions so the workplace can operate even if key employees are absent. We will also seek out backup alternatives in case we cannot cover the essential function internally.

IVROP has established practices for social/physical distancing. Social/physical distancing has been implemented as recommended by local, state and/or federal authorities. Social/physical

distancing means avoiding large gatherings and maintaining distance (approximately 6 feet) from others when possible. The strategies used by IVROP include, but are not limited to the following:

- Flexible worksites (e.g., telecommute, remote working).
- Flexible work hours (e.g., staggered shifts).
- Increased physical space between employees at the worksite.
- Increased physical space between employees and customers;
- Flexible meetings and travel options (e.g., postponed non-essential meetings or events);
- Downsized operations; and
- Delivered services remotely (e.g. phone, video, or web).

Since **IVROP** has more than one business location, it has provided Coordinators with the authority to take appropriate actions based on services that each department provides.

## RESOURCES

### County

- Imperial County Public Health Department: [www.icphd.org](http://www.icphd.org)
- For general inquiries, call the Imperial County Public Health Department Information Line (442) 265-6700.

### State

- California Office of Emergency Services: <http://www.oesnews.com/>
- California Department of Public Health and CDPH's public announcement website: <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/ncov2019.aspx>  
[www.covid19ca.gov](http://www.covid19ca.gov)
- California Labor & Workforce Development Agency: <https://www.labor.ca.gov/Coronavirus2019/>
- State of California's Employment Development Department: [https://www.edd.ca.gov/about\\_edd/coronavirus-2019.htm](https://www.edd.ca.gov/about_edd/coronavirus-2019.htm)

### Nation/World

- Centers for Disease Control and Prevention: <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>
- World Health Organization (WHO): <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

