

COVID-19 Prevention Plan (CPP) for Bethany Church, 2250 Clark Ave. Long Beach, CA 90815

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

Date: January 21, 2021

Authority and Responsibility

Tim Springer, Executive Pastor, Tonia Hill, School Principal, and Andrea Hendrix, HR/Technical Director, have overall authority and responsibility for implementing the provisions of the CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department 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 following all Company and other official guidelines and policies and notifying the authority responsible for this plan about any additional protocols that may prevent the spread of COVID-19.

Employee Screening

We screen our employees daily by conducting symptom/exposure questionnaires at the entrance prior to each employee entering the building. Employees are required to pass all components of the screening; those who do not pass are not permitted to report to work until all Return to Work requirements are satisfied.

Safety of all employees is protected according to CDPH guidelines, when applicable including mandatory face coverings worn by screener and employee, the use of no-contact thermometers, gloves, etc. All employees are required to complete a health screening questionnaire prior to entering the workplace. To protect the privacy of employees, this information is recorded digitally and kept in a password protected location with access limited to HR and/or administration.

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix B: COVID-19 Inspections** form, and corrected in a timely manner based on the severity of the hazard, as follows:

The severity of the hazard will be assessed by the safety team consisting of the Executive Pastor or Principal, Facilities Director, and Human Resources. Correction time frames will be assigned accordingly.

Individuals will be identified and made responsible for timely correction.

Follow-up measures will be taken to ensure resolution of the hazard.

Control of COVID-19 Hazards

Physical Distancing

Where possible, we ensure at least six (6) feet of physical distancing at all times in our workplace by:

- Reducing the number of persons in an area at one time, including visitors.
- Creating flexibility in arrival, departure, work, and break times to minimize the number of persons in the workplace.
- Eliminating the need for workers to be in the workplace – e.g., telework or other remote work arrangements.

Individuals will be kept as far apart as possible when there are situations where six (6) feet of physical distancing cannot be achieved.

Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six (6) feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department. Reusable fabric face coverings have been made available. Additionally, individually wrapped disposable masks are available at the office entrance for anyone entering the facility. Employees encountering a non-employee without a face covering have been given permission to maintain distance and request that an appropriate face covering be worn. Tasks that would put them at risk may be postponed until it is safe.

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 (6) feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- 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 (6) feet apart.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six (6) feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

Engineering Controls

We have limited the number of employees on campus such that situations where a distance of at least six (6) feet between individuals can be maintained easily. In instances when this is not the case, we maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

- Opening windows or doors into adjacent rooms except in circumstances where the amount of outside air needs to be minimized due to other hazards, such as heat, cold and smoke.
- Maintaining the ventilation system properly and according to schedule; making adjustments as needed.
- Ventilation fan(s) in enclosed spaces are active at all times.

Cleaning and Disinfecting

We implement cleaning and disinfection measures for frequently touched surfaces, such as doorknobs, equipment, tools, handrails, handles, controls, elevator buttons, bathroom surfaces, and steering wheels. We have informed employees and authorized employee representatives of cleaning and disinfection protocols, including the planned frequency and scope of regular cleaning and disinfection.

The cleaning and disinfecting schedule is as follows:

Break rooms: M-F 8am, 12pm, 4pm, Sun 8am

Bathrooms: M-F 8am, 12pm, 4pm, Sun 8am, 10am, 12pm

Other, including doorknobs, handrails, tables, etc.: M-F 8am, 12pm, 4pm, Sun 8am, 10am, 12pm

The Facilities Director, is responsible for ensuring there are adequate cleaning supplies available on a daily basis.

Should we have a COVID-19 case in our workplace, we will implement the following procedures:

The Company will clean and disinfect all surfaces and work areas the COVID-19 case came into contact with as identified in the inspection. Facilities Staff will be notified immediately and employees kept from accessing any exposed area until proper cleaning takes place. To lessen exposure, any areas easy to close off, will be disinfected after a period of at least 24 hours. Any areas requiring access, or that

cannot be quarantined, will be disinfected immediately. Facilities Staff will be trained in proper cleaning protocols and provided PPE and supplies to disinfect exposed areas.

Shared Tools, Equipment and personal Protective Equipment (PPE)

PPE must not be shared (e.g. gloves, goggles, face shields).

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 there must be sharing, the items will be disinfected between uses by providing the employees with materials to sanitize the area and training to do it themselves.

Sharing of vehicles will be minimized to the extent possible, and high-touch points (e.g. steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected before and after use.

Hand Sanitizing

In order to implement effective hand sanitizing procedures, we:

- Evaluate handwashing facilities.
- Determine the need for additional facilities.
- Encourage and allow time for employee handwashing.
- Provide employees with an effective hand sanitizer, and prohibit sanitizers that contain methanol (i.e. methanol alcohol)
- Encourage employees to wash their hands for at least 20 seconds each time.

Personal Protective Equipment (PPE) Used to Control Employees' Exposure to COVID-19

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.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8, section 5144 when the physical distancing requirements are not feasible or maintained.

Investigating and Responding to COVID-19 Cases

This will be accomplished by using the **Appendix C: Investigating COVID-19 Cases** form.

Employees who had potential COVID-19 exposure in our workplace will be:

- Offered COVID-19 testing at no cost during their working hours.
 - In many instances COVID-19 testing is free. Any out-of-pocket costs incurred will be reimbursed.
 - Employees may utilize any testing benefits available through their company sponsored or other health insurance plan and/or visit a City of Long Beach testing site.
- Provided with information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below.

System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Who employees should report COVID-19 symptoms and possible hazards to, and how.
- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Where testing is not required, employees may obtain a COVID-19 test at their own cost through City of Long Beach public health centers, the employee's personal medical provider, or at a MedPost location.
 - Additional information regarding Long Beach City testing centers may be found at: <http://www.longbeach.gov/health/diseases-and-condition/information-on/coronavirus/covid-19-testing/>
 - Additional information regarding testing via the employer sponsored medical insurance plan may be found at: https://www.blueshieldca.com/bsca/bsc/wcm/connect/sites/Sites_Content_EN/coronavirus/testing-faqs
- 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.
- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.

Training and Instruction

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures (including cleaning and disinfection protocols) 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 (6) feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six (6) 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. Reusable fabric face coverings should be washed daily.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

Appendix D: COVID-19 Training Roster will be used to document this training.

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 10 days (according to Long Beach City health ordinance) after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by sick leave benefits under the employer's plan and consider benefit payments from public sources in determining how to maintain earnings, rights and benefits, where permitted by law and when not covered by workers' compensation.
- Providing employees at the time of exclusion with information available on benefits.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department 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.
- Our written COVID-19 Prevention Program was developed in accordance with CCR Title 8 section 3203(b) and is based on the model program produced by Cal/OSHA, provided by Coastal HR Elite, completed by the Executive Pastor, Facilities Director, and Human Resources.
- 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 **Appendix C: Investigating COVID-19 Cases** form 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.

Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all of the following have occurred:
 - At least 24 hours have passed since a fever of 100.4 degrees 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 the 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. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

Executive Pastor

Date

Principal

Date

HR/Technical Director

Date

Appendix B: COVID-19 Inspections

Date: _____

Person(s) conducting the inspection: _____

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Ventilation System maintenance (according to schedule and repairs made)			
Windows are operable			
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			
Limit number of individuals in the workplace (telework, staggered schedules, etc.)			
Disinfecting of shared tools and equipment (frequently enough and adequate supplies)			
PPE (not shared, available and being worn)			
Face coverings (available, cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			

Review the information available at www.dir.ca.gov/dosh/coronavirus/ for additional guidance on what to regularly inspect for.

Appendix C: Investigation COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Date: _____

Person(s) conducting the inspection: _____

Employee (or non-employee*) name:		Occupation (if non-employee, why they were in the workplace):	
Location where employee worked (or non-employee was present in the workplace)		Date investigation was initiated:	
Was COVID-19 test offered?		Names of staff involved in the investigation:	
Date and time the COVID-19 case was last present in the workplace:		Date of the positive or negative test and/or diagnosis:	
Date the case first had one or more COVID-19 symptoms:		Information received regarding COVID-19 test results and onset of symptoms (attach documentation):	
Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):			

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:			
All employees who may have had COVID-19 exposure and their authorized representatives.	Date:		
	Names of employees who were notified:		
Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:		
	Names of individuals who were notified:		
What were the workplace conditions that could have contributed to the risk of the COVID-19 exposure?		What could be done to reduce exposure to COVID-19?	
Was the local health department notified?		Date:	

*Should an employer be made aware of a non-employee infection source COVID-19 status.

