

# MAAC

## COVID-19 Prevention Plan

This document outlines the most revised COVID-19 Prevention Plan (effective January 3, 2021), established by MAAC and includes the administrative requirement for all staff to be vaccinated by November 1, 2021. A paper copy of this COVID-19 Prevention Plan will be maintained in worksite common areas / break rooms and electronically via MAAC email and the intranet.

For MAAC facilities and operations, the following person will lead the development, implementation, and updating of the COVID-19 Prevention Plan:

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## Communication

MAAC will do all of the following in a form readily understandable by employees:

- Ask employees to report to the employer, without fear of reprisal, COVID-19 symptoms, possible COVID-19 exposures, and possible COVID-19 hazards at the workplace.
- Describe procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Provide information about access to COVID-19 testing. If testing is required, MAAC will inform affected employees of the reason for the COVID-19 testing and the possible consequences of a positive test.
- Communicate information about COVID-19 hazards and the employer's COVID-19 policies and procedures to employees and to other employers, persons, and entities within or in contact with the employer's workplace.
- Each MAAC worksite will communicate and post related information about specific procedures for the program or location.

## Identification and Evaluation of Hazards

Employees and authorized employee representatives shall participate in the identification and evaluation of COVID-19 hazards.

### IDENTIFICATION

- Employees must evaluate their own symptoms before reporting to work.
- Employees with COVID-19 symptoms must contact their supervisor/manager immediately by phone or text and are not permitted to report to work or be within six feet of employees, clients or vendors until permission is received from the employee's supervisor/manager.
- In the event there is an outbreak of three or more cases in an exposed worksite the following will apply:
  - MAAC will provide COVID-19 referrals for testing to all employees at the exposed worksite except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period(s) under subsection (a), as applicable. COVID-19 testing will result in no cost to employees and they will be permitted to be tested during employees' working hours whenever possible.
  - Negative COVID-19 test results of employees with COVID-19 exposure shall not impact the duration of any quarantine period required by, or orders issued by, the local health department.
  - MAAC will provide additional testing when deemed necessary by OSHA.

### EVALUATION

To prevent or reduce the risk of transmission of COVID-19 in the workplace, the following procedures will be implemented:

- MAAC will conduct periodic inspections as needed (reference Appendix B) to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with its COVID-19 policies and procedures. MAAC will evaluate existing COVID-19 prevention controls at the workplace and the need for different or additional controls.

- MAAC will conduct a workplace-specific identification of all interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards.
  - Where required by State or local health department, specific workplace plans will be posted alerting employees and visitors the measures that are needed to prevent the spread of COVID-19 within the establishment.
  - When practicable, increased air circulation will be implemented by opening doors/windows and increasing filtration efficiency to the highest level compatible with the existing ventilation system.
  - Signage will be posted at the workplace entrance requiring face coverings for everyone based on the December 15, 2021 Health Order (<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/guidance-for-face-coverings.aspx>).
  - Signage will be placed in restroom(s) and in break areas reminding employees to wash their hands with soap and water.
  - Communal items that cannot be sanitized between uses will no longer be available for use.
  - Frequent cleaning and sanitizer will be provided to clean high touch areas like the copier touch screen, between uses.
  - Hand Sanitizer will be readily available to employees throughout the workplace.
  - Soap and water will be available to employees to wash their hands.
  - Breaks and lunch times may be staggered to accommodate fewer employees in designated areas at one time in order to maintain social distancing.
  - MAAC will treat all persons, regardless of vaccination status, symptoms or negative COVID-19 test results, as potentially infectious.
- Upon learning an employee may have COVID-19 symptoms:
  - The employee's supervisor will instruct the employee to contact Human Resources representative, and the Human Resources representative will evaluate the employee's COVID-19 symptoms using the Coronavirus Self-Checker provided by the Centers for Disease Control (CDC).
  - A Human Resources representative will ask the employee each question from the Coronavirus Self-Checker and advise the employee to contact their health care provider (if applicable).
  - The supervisor and/or Human Resources representative and employee must be socially distanced and wearing a face covering if they are physically in the same area while completing the Self-Checker.
  - Human resources representative will determine a course of action based on the guidance provided by the CDC's Self-Checker.

Human Resources will advise the employee to contact their health care provider to determine what course of action needs to be taken. The employee can go to any of the following county-wide drive up and/or walk-up locations for testing (with no cost to the employee) if they are directed to get tested by their health care provider.

San Diego has dedicated testing information when you simply dial **2-1-1**

Test site schedules and/or appointments can be mapped at the following links and will be maintained in a paper copy in administrative break rooms (in English and Spanish):

<https://www.arcgis.com/apps/Nearby/index.html?appid=f3e3c0f175fd4ee782b781833d7bb0fb>

[https://www.sandiegocounty.gov/content/sdc/hhsa/programs/phs/community\\_epidemiology/dc/2019-nCoV/testing/testing-schedule.html](https://www.sandiegocounty.gov/content/sdc/hhsa/programs/phs/community_epidemiology/dc/2019-nCoV/testing/testing-schedule.html)

## Investigating and Responding to COVID-19 cases in the Workplace

MAAC has established a procedure to investigate COVID-19 cases in the workplace. This includes procedures for verifying COVID-19 case status, receiving information regarding COVID-19 test results and onset of COVID-19 symptoms, and identifying and recording COVID-19 cases.

- When there has been a COVID-19 case at the place of employment, the following steps will be taken and recorded in Human Resources:
  1. Determine the day and time the COVID-19 case was last present and, to the extent possible, the date of the positive COVID-19 test(s) and/or diagnosis, and the date the COVID-19 case first had one or more COVID-19 symptoms, if any were experienced.
  2. Determine who may have had a COVID-19 exposure. This requires an evaluation of the activities of the COVID-19 case and all locations at the workplace which may have been visited by the COVID-19 case during the high-risk exposure period.
  3. Provide notice of the potential COVID-19 exposure, within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case, to the following:
    - a. All employees who may have had COVID-19 exposure and their authorized representatives.
    - b. Independent contractors and other employers present at the workplace during the high-risk exposure period.
  4. Offer COVID-19 testing at no cost to employees during their working hours to all employees who had potential COVID-19 exposure in the workplace and provide them with the information on benefits.
  5. Investigate whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.
- Personal identifying information of COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential. All COVID-19 testing or related medical services provided by the employer shall be provided in a manner that ensures the confidentiality of employees.
- MAAC shall ensure that all employee medical records are kept confidential and are not disclosed or reported without the employee's express written consent to any person within or outside the workplace, except when legally required.

## Correction of COVID-19 Hazards

MAAC has implemented policies and/or procedures for correcting unsafe or unhealthy conditions, work practices, policies and procedures in a timely manner based on the severity of the hazard.

These includes, but is not limited to implementing controls and/or policies and procedures in response to the evaluations conducted and implementing the controls required mentioned in the Evaluation section of this document.

MAAC will implement changes to reduce the transmission of COVID-19 based on the investigation. MAAC will consider moving indoor tasks outdoors or have the task performed remotely, increasing outdoor air supply when work is done indoors, improving air filtration, increasing physical distancing as much as possible, respiratory protection, and other applicable controls.

## Training and Instruction

MAAC will provide effective training and instruction to employees that includes the following:

- COVID-19 - General Awareness Training that provides required information about COVID-19 (all employees must complete the related online training through Rancho Mesa):
  - COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales;
  - COVID19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although that is less common;
  - An infectious person may have no symptoms.
  - Methods of physical distancing of at least six 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 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.
  - COVID-19 symptoms, and the importance of not coming to work and obtaining a COVID-19 test if the employee has described symptoms.
  - An electronic copy of COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
  - An electronic copy of the policies and procedures designed to protect employees from COVID-19 hazards outlined in this document.

## Physical Distancing

- Certain worksites and programs continue to require and/or recommend physical distancing (e.g. MCCS). Those programs will communicate specific requirements and expectations to all staff, program participants, and visitors. Methods of physical distancing include:
  - Telecommute requests or other remote work arrangements;
  - Reducing the number of persons in an area at one time, including visitors;
  - Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel;
  - Staggered arrival, departure, work, and break times;
  - Adjusted work processes or procedures to allow greater distance between employees.

## Face Coverings

Effective 12/15/2021, all employees and visitors to MAAC worksites must comply with the revised County Health Order requiring masks (<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/guidance-for-face-coverings.aspx>). MAAC shall provide face coverings and ensure they are worn by employees wherever required by orders from the State Department of Public Health or local health department.

- MAAC will ensure face coverings are clean and undamaged. Face shields are not a replacement for face coverings, although they may be worn together for additional protection.
- The following are exceptions to the face covering requirement:
  - 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 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.
  - Specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed, and the unmasked employee shall be at least six feet away from all other persons unless unmasked employees are tested at least twice weekly for COVID-19.
- Employees exempted from wearing face coverings due to a medical condition, mental health condition, disability, or as designated for a particular role (e.g. frequent interaction with children in a Child Development Program) shall wear an effective non-restrictive alternative.
- MAAC will not use COVID-19 testing as an alternative to face coverings when face coverings are otherwise required.
- MAAC will not prevent any employee from wearing a face covering when not required by this section, unless it would create a safety hazard, such as interfering with the safe operation of equipment.
- MAAC will enforce measures to communicate to non-employees the face coverings requirements on their premises as outlined in the Evaluation section.

- The employer shall enforce COVID-19 policies and procedures to minimize employee exposure to COVID-19 hazards originating from any person not wearing a face covering, including a member of the public outlines in the Evaluation section.

## Site-specific controls, Administrative controls, and Personal Protective Equipment

### SITE-SPECIFIC CONTROLS

- MAAC has a wide variety of programs and physical worksites, so it is imperative that supervisors and staff regularly update, train, and communicate site-specific safety information.
- At fixed work locations where it is not possible to maintain the physical distancing requirement at all times, MAAC can install cleanable solid partitions that effectively reduce aerosol transmission between the employee and other persons.
- To the extent feasible or as required by the United States Environmental Protection Agency (EPA), MAAC will try to maximize the quantity of outside air provided, except when the Air Quality Index is greater than 100 for any pollutant or if opening windows or letting in outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.

### ADMINISTRATIVE CONTROLS

- On September 17, 2021, following President Biden's announced plan to include a COVID-19 vaccination mandate for all Head Start employees (reference: <https://www.whitehouse.gov/covidplan/#protect> and <https://eclkc.ohs.acf.hhs.gov/blog/vaccinating-head-start-staff-letter-director>), MAAC employees were informed that all staff would be required to be fully vaccinated by not later than November 1, 2021. Follow-up information was provided along with consideration for medical or religious accommodations.
- MAAC has implemented cleaning and disinfecting procedures, which require:
  - Identifying and regularly cleaning and disinfecting frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, bathroom surfaces, and steering wheels. MAAC has informed employees and authorized employee representatives of cleaning and disinfection protocols, including the planned frequency and scope of regular cleaning and disinfection. The following cleaning and disinfecting schedule is for the administrative buildings and/or classrooms (check with your supervisor about site-specific schedules):
    - All MAAC worksites have the touch points disinfected as part of routine daily cleaning.
    - All vehicles have disinfecting solution in them, staff are required to disinfect their assigned vehicles at the end of the day, fleet vehicle users are advised to disinfect vehicles before and after each use.
    - Sites will be frequently disinfected.
    - For classrooms with children program participants – staff will disinfect surfaces, toys, cots, rugs, furniture and sink areas at the end of each school day.

- Sharing of personal protective equipment is prohibited, and to the extent feasible, items that employees come in regular physical contact with such as phones, headsets, desks, keyboards, writing materials, instruments, and tools. When it is not feasible to prevent sharing, sharing will be minimized and such items and equipment shall be disinfected between uses by different people. Sharing of vehicles shall be minimized to the extent feasible, and high touch points (steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) shall be disinfected between users.
- Areas, material, and equipment used by a COVID-19 case during the high-risk exposure period will be cleaned and disinfected in a manner that does not create a hazard to employees.
- To protect employees from COVID-19 hazards, MAAC will evaluate its handwashing facilities, determine the need for additional facilities, encourage and allow time for employee handwashing, and provide employees with an effective hand sanitizer. Employers shall encourage employees to wash their hands for at least 20 seconds each time. Provision or use of hand sanitizers with methyl alcohol is prohibited.

## PERSONAL PROTECTIVE EQUIPMENT

- MAAC has evaluated the need for personal protective equipment to prevent exposure to COVID-19 hazards, such as gloves, goggles, and face shields, and provides such personal protective equipment based on program needs.
- MAAC will provide and ensure use of eye protection and respiratory protection when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.
- All MAAC employees should notify their supervisor if there are questions or concerns regarding the type or quantity of PPE supplies.

## Reporting, Recordkeeping and Access

- MAAC will report information about COVID-19 cases at the workplace to the local health department immediately but no longer than 48 hours after the employer knows, or with diligent inquiry would have known, of three or more COVID-19 cases for guidance on preventing the further spread of COVID-19 within the workplace.
- MAAC will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. The employer shall continue to give notice to the local health department of any subsequent COVID-19 cases at the workplace.
- MAAC will report immediately to CALOSHA any COVID-19-related serious illnesses or death, as defined under section 330(h), of an employee occurring in a place of employment or in connection with any employment.
- MAAC will maintain records of the steps taken to implement the written COVID-19 Prevention Program.
- The written COVID-19 Prevention Program will be made available at the workplace to employees, authorized employee representatives, and to representatives of OSHA immediately upon request.

- MAAC will keep a record of and track all COVID-19 cases with:
  - Employee’s name
  - Contact information
  - Occupation
  - Location where the employee worked
  - Date of the last day at the workplace
  - Date of a positive COVID-19 test.
- Medical information will be kept confidential.
- The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

## Exclusion of COVID-19 Cases

The following describes how MAAC is to limit transmission of COVID-19 in the physical workplace.

- MAAC will ensure that COVID-19 cases are excluded from the physical workplace until the employee is safe to return, according to CDC guidelines.
- MAAC will exclude employees with a verified COVID-19 positive exposure from the physical workplace for at least 5 days after the last known exposure to a verified COVID-19 case.
- For employees who are directed to not physically be at the worksite, and who are otherwise able and available to work (e.g. a physical worksite closure), MAAC will continue to maintain an employee’s earnings, seniority, and all other employee rights and benefits, including the employee's right to their former job status, as if the employee had not been removed from their job. MAAC may use employer-provided employee sick leave benefits for this purpose 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. This does not apply to:
  - To any period of time during which the employee is unable to work for reasons other than protecting persons at the workplace from possible COVID-19 transmission.
  - Where the employer demonstrates that the COVID-19 exposure is not work related.
- This section does not limit any other applicable law, employer policy, etc. that provides for greater protections.

## Return to Work Criteria

- COVID-19 cases with COVID-19 symptoms shall not return to work until all of following have been met:
  - 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 5 days have passed since COVID-19 symptoms first appeared.

- All asymptomatic close contacts (within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period) may discontinue quarantine after Day 5 from the date of last exposure with or without testing.
- A negative COVID-19 test shall not be required for an employee to return to work, however a physician’s release may be required to return to work (e.g. if the employee has been out sick for 3 or more consecutive days).
- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee shall 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 shall be 5 days from the time the order to isolate was effective.
- If there are no violations of local or state health officer orders for isolation or quarantine, the OSHA may, upon request, allow employees to return to work on the basis that the removal of an employee would create undue risk to a community’s health and safety. In such cases, the employer shall develop, implement, and maintain effective control measures to prevent transmission in the workplace including providing isolation for the employee at the workplace and, if isolation is not possible, the use of respiratory protection in the workplace.
- **All exposed asymptomatic contacts permitted to reduce the quarantine period to less than 5 days must:**
  - Adhere strictly to all [recommended non-pharmaceutical interventions](#), including wearing face coverings at all times, maintaining a distance of at least 6 feet from others and the interventions required below, through Day 5.
  - Self-monitor for COVID-19 symptoms through Day 5 and if symptoms occur, immediately self-isolate and contact their local public health department or healthcare provider and seek testing.

**Frequently asked questions:**

**What’s the difference between Isolation and Quarantine?**

**Quarantine** keeps someone who might have been exposed to the virus away from others.

**Isolation** keeps someone who is infected with the virus away from others, even in their home.

**What if I feel stressed or overwhelmed because of the impacts of COVID-19?**

While this is not an issue considered eligible for certain COVID-19 leaves of absence, MAAC provides all employees with access to no cost consultations through our Employee Assistance Plan. While MAAC provides essential services to various programs and populations, it’s important to be sure that you feel “fit for duty” when evaluating whether or not to work at a particular time. Please remember that any employee who calls off for 3 or more consecutively scheduled workdays must provide a release before they are able to return to work.

***Employee Assistance Plan***

Link – [www.resourcesforliving.com](http://www.resourcesforliving.com)

Phone number – 800-342-8111

Username: maac

Passwork: eap

**What should I do if I see someone who isn’t following these plan guidelines?**

While everyone occasionally forgets, let’s help out our fellow MAACies and remind one another to stay vigilant during the pandemic. If you’ve tried that approach or seeing this happen with someone who is not a MAAC

employee, it is your duty to let a supervisor or Human Resources know about any unsafe condition so that the issue can be addressed.

**Can I telecommute instead of going to the physical worksite?**

MAAC will continue to consider requests to telecommute on a case-by-case basis. Employees can use the *Telecommute Request and Agreement* form or the *Request for Accommodations* forms and submit completed forms to Human Resources.