

Villa Esperanza Services
COVID-19 Prevention Program (CPP)

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

Date of last review – September 2021

Authority and Responsibility

Villa's Safety Committee (in collaboration with each Program Director/Department Head and Executive Management) has overall authority and responsibility for implementing the provisions of this 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.
- Document the vaccination status of our employees by using **Appendix E: Documentation of Employee COVID-19 Vaccination Status or a similar document**, which is maintained as a confidential medical record.
- 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 or a similar 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: **submitting or reporting to management instances of potential or actual exposures, submitting recommendations for exposure mitigation, and providing feedback regarding existing exposure prevention measures and/or providing feedback at respective staff/program meetings.** Employees can provide the information or feedback to their direct supervisor or to any member of the safety committee or Villa management.

Employee screening

We shall screen our employees via: a health screening questionnaire when they come in to any Villa site, come to work or have them self-screen and self-report (to immediate supervisor) according to CDPH guidelines. As may be applicable (when reporting to a Villa site), face coverings shall be used

during screenings by both screeners and employees and are required throughout all of Villa facilities. If/when temperatures are measured, non-contact thermometers shall be used.

Correction of COVID-19 Hazards

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

The potential severity of the hazard will be assessed and corrected as soon as possible and within the assigned time frame. When possible, hazards will be corrected within 48 hours or less. Parties responsible for timely correction will be identified and listed on the form and follow up measures will be taken to ensure timely correction.

Forms are to be completed and submitted to Program Directors. Once received, program directors will provide a copy to Human Resources (Benefits Coordinator and Director) to ensure immediate necessary action. Program Directors and Human Resources will take follow up measures to ensure timely correction (i.e. follow with employee(s), inspect the site, etc.) and document correction date on the form.

Control of COVID-19 Hazards

Physical Distancing

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

- Eliminating the need for workers to be in the workplace – e.g., option for telework or other remote work arrangements, when possible.
- Hybrid/staggered work schedules, when possible.
- Reducing the number of persons in an area at one time, including **closing office to visitors and unannounced drop-ins.**
- Visual reminders/cues such as signs illustrating where employees and others should be located/standing to ensuring six feet of distance/social distancing and providing examples of what six feet apart looks like.
- Adjusted work processes or procedures, such as limiting or eliminating in person interactions and maximizing technology when needed to interact (i.e. scanning documents/virtual signatures, virtual meetings/sessions, emails, texts, etc.)
- Staggered break times and allowing employees to take lunch at their desk/office to reduce the number of people in break rooms at a given time and floor markings to indicate where employees and others should be located or their direction and path of travel.
- Staggered arrival, departure, work, and/or break times.
- When applicable, working alone and behind closed office doors (for those with a personal/individual office).
- When applicable, placing dividers/partitions at workstations to prevent traffic/guests and prevent socialization.

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

Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees (both vaccinated and unvaccinated) 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 local health department. Face coverings are available at each location through each supervisor/department head or a member of Villa's management team. Employees are to follow the steps listed on the handout provided listing how to properly and correctly

wear the face covering and its instruction for proper cleaning. In addition, employees can contact their immediate supervisor and/or Human Resources if/when replacement is needed.

Villa requires that everyone entering any Villa premises and/or worksite wear a face covering while present at our facilities. If you encounter anyone (including non-employees) not wearing a face covering, please report that immediately to your immediate supervisor and/or to Human Resources. If you are comfortable, you may also remind the person to wear a face covering.

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 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. Such employees will wear an effective, non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition permits it.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart, if applicable. This exception is limited to the time in which such tasks are being performed.

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 feet apart from all other persons unless the unmasked employee is either fully vaccinated or tested at least twice weekly for COVID-19.

We will not prevent any employee from wearing a face covering when it is not required unless it would create a safety hazard, such as interfering with the safe operation of equipment.

Face covering will also be provided to any employee that requests one, regardless of their vaccination status.

Engineering controls

We implement the following measures for situations where we cannot maintain at least six feet between individuals:

- Installing solid partitions or plexi-glass barriers between work stations as may be necessary
- Working behind closed doors (for those who have personal offices)
- Repositioning work stations and moving workstation to other available space (i.e. conference rooms/etc.)

For indoor locations, we identify and evaluate how to maximize, to the extent feasible, ventilation with outdoor air using the highest filtration efficiency compatible with our existing ventilation system, and whether the use of portable or mounted High Efficiency Particulate AIR (HEPA) filtration units or other air cleaning systems, would reduce the risk of transmission by:

- Having maintenance department/supervisor properly maintain and adjust the ventilation system as may be needed.
- Making use of natural ventilation, opening windows/doors if possible and safe to do so.
- As applicable and safe to do so, use fans to increase the effectiveness of open doors or windows.
- For mechanical air conditioning systems, as applicable, increasing the percentage of outdoor air, using economizer modes of HVAC operations and potentially as high as 100% (using the fan feature on air conditioning system) – before increasing outdoor air percentage, considerations will be made regarding compatibility with HVAC system capabilities for both temperature and humidity control as well as compatibility with outdoor/indoor air quality considerations.

- Disabling demand-control ventilation controls that reduce air supply based on temperature or occupancy, as applicable.
- Improving central air filtration, as applicable, by:
 - o Increasing air filtration to as high as possible without significantly diminishing design airflow.
 - o Inspecting filter housing and racks to ensure appropriate filter fit and checking for ways to minimize filter bypass.

Cleaning and disinfecting

We implement the following cleaning and disinfection measures for frequently touched surfaces:

- Surfaces frequently touched by multiple people, such as door handles, bathroom surfaces, and handrails, are cleaned and disinfected with soap and water detergent and/or antibacterial solutions regularly and at least daily when facilities are in use.
- More frequent cleaning and disinfection may be considered based on level of use and traffic. For example: time clocks should be cleaned by each user, before and after each use.
- For individual workspaces, employees are required to sanitize and disinfect their workspace at the beginning and at the end of their shift with company provided supplies and during their worktime.
- Necessary supplies may be requested through Villa's employment services department and/or department supervisors.
- Employees shall clean and disinfect their assigned areas at the beginning or end of their shift or more frequently if/when necessary.
- Employment Services cleaning crew will clean and disinfect common areas (bathrooms, kitchens, hallways, etc.)

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

- As applicable, closing off areas used by the person who is sick.
- As applicable, opening outside doors and windows.
- Waiting 24 hours before cleaning and disinfecting.
- As applicable, having an external vendor or in house staff who is compliant and trained with OSHA standards and cleaning requirements clean and disinfect areas, materials and equipment used by COVID-19 case during high risk exposure periods.
- Cleaning and disinfecting all areas used by the person who is sick.
- Vacuuming the space, if needed, with HEPA filter, if available.
- Specific processes, PPE, cleaning chemical, complying with OSHA standards, etc.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- Continuously evaluate handwashing facilities and ensure timely replenishing of supplies.
- Encourage and allow time for employee handwashing and sanitizing.
- Provide employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).
- Encourage employees to wash their hands for at least 20 seconds each time.

Shared tools, equipment and personal protective equipment (PPE)

PPE shall not be shared, e.g., gloves, goggles and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools shall not be shared, to the extent feasible.

Where there must be sharing, the items shall be disinfected between uses by **each user with company provided cleaning/sanitizing supplies and in accordance with applicable steps/training (i.e. use antibacterial lotion (with at least 60% alcohol), using a disposable cloth/paper towel, gloves (if applicable), and wiping down the surface/item.**

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.) shall be disinfected between users. Face coverings are required when more than one person is in the vehicle.

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.

Upon request, we provide respirators for voluntary use to all employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person. Employees may request a respirator for voluntary use from their immediate supervisor or the Human Resources Department and will be encouraged to use them in compliance with section 5144(c)(2), which includes the following:

- Villa will provide a respirator for voluntary use and permit its use when it is determined that its use is not hazard.
- Villa shall provide required training on:
 - When an employee requests a respirator for voluntary use, the employee will be provided with a respirator of the correct size.
 - The employee will be expected and required to read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding its limitations.
 - Ensure that a label or statement of certification appears on the respirator or its packaging that describes what the respiration is designed for and how it will protect you.
 - Employees are not to wear the respirator in atmospheres containing contaminants for which it is not designed to protect against. Example, a respirator designed to filter dust particles will not protect you against gases or vapors.
 - Employees are to keep track of respirators issued to them so that they do not mistakenly use someone else's respirator.

1. We provide and ensure use of respirators (N95's) in compliance with section 5144 and 1910.134 App D - (Mandatory) Information for Employees Using Respirators When not Required Under Standard, as required by Cal/OSHA

As may be applicable, we also 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.

Testing of unvaccinated employees – effective 10/1/2021

Employees are encouraged to obtain the COVID-19 vaccine as soon as possible and provide verification of vaccination to Human Resources. Effective 10/1/2021, Villa will conduct regular COVID-19 testing of employees who have not provided proof of vaccination to Human Resources. The test will be administered during work hours and while employees are physically present at a Villa site. As may be applicable and based on regulatory requirements, Villa may modify and/or change testing requirements as necessary.

Testing of symptomatic employees

We make COVID-19 testing available at no cost to employees with COVID-19 symptoms who are not fully vaccinated, during employees' paid time.

Investigating and Responding to COVID-19 Cases

We have developed effective procedures to investigate COVID-19 cases that include seeking information from our employees regarding COVID-19 cases, close contacts, test results and onset symptoms. This will be accomplished by using the **Appendix C: Investigating COVID-19 Cases** form.

Employees who had COVID-19 close contact in our workplace will be:

- Employees that had a close contact are offered COVID-19 testing at no cost during their working hours, excluding:
 - Employees who were fully vaccinated before the close contact and do not have symptoms.
 - COVID-19 cases who were allowed to return to work per our return to work criteria and have remained free of symptoms for 90 days after initial onset of symptoms, or for cases who never developed symptoms, for 90 days after the first positive test.
- Offered COVID-19 testing at no cost during their working hours and will be provided with the option of testing through Villa's vendor or their own physician.
- Provided with the information described in this plan regarding benefits, training/instruction, and exclusion of COVID-19 cases as listed below.
- Written notice within 1 day of our knowledge of a COVID-19 case that people at the worksite may have been exposed to COVID-19. This notice will be provided to all employees (and their authorized representative), independent contractors and other employers at the worksite during the high-risk exposure period.

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, possible close contacts and possible hazards to their immediate supervisor via telephone, text, email, etc. and are encouraged to stay home and inform their supervisor accordingly if/when feeling sick.
- Employees can report symptoms and hazards to any management without fear of reprisal.
- Our procedures or policies include accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness. Employees can request accommodations by contacting the Human Resource department and/or their program director.
- Where testing is not required, how employees can access COVID-19 testing which may include voluntary testing through Villa's vendor, through the employee's private health insurance or through local testing centers.
- 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 provide effective employee training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards, and how to participate in the identification and evaluation of 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 the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19 and are most effective when used in combination.
- The right of employees that are not fully vaccinated to request a respirator for voluntary use, without fear of retaliation, and our policies for providing the respirators. Employees voluntarily using respirators will be trained according to section 5144 (c)(2) requirements:
 - How to properly wear them
 - How to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair can interfere with a seal.
- 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 – Since COVID-19 is an airborne disease, N95s and more protective respirators protect the users from airborne disease, while face coverings primarily protect people around the user.
 - The conditions where face coverings must be worn at the workplace.
 - That face coverings are additionally recommended outdoors for people who are not fully vaccinated if six feet of distance cannot be maintained.
 - Employees can request face coverings and can wear them at work regardless of vaccination status and without fear of retaliation.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Information on our COVID-19 policies and how to access COVID-19 testing and vaccination, and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.

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 and/or until local health department provides a written release as may be applicable.
- Excluding employees that had a close contact from the workplace until our return-to-work criteria have been met, with the following exceptions:
 - Employees who were fully vaccinated before the close contact and who do not develop COVID-19 symptoms
 - COVID-19 cases who returned to work per our return-to-work criteria and have remained free of

COVID-19 symptoms, for 90 days after their initial onset of COVID-19 symptoms, or for COVID-19 cases that never developed COVID-19 symptoms, for 90 days after the first positive test.

- For employees excluded from work, continuing and maintaining employees' earnings, wages, seniority, and all other employee rights and benefits. This will be accomplished by employer-provided sick leave benefits, payments from public sources or other means of maintaining earnings, rights and benefits where permitted by law and when not covered by worker's compensation.
- 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 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.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- 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

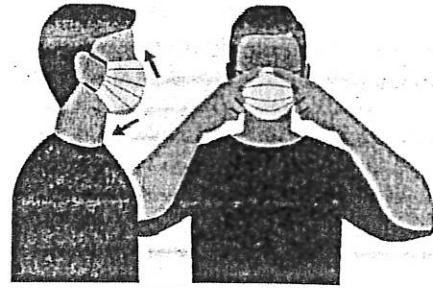
- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
 - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
 - COVID-19 symptoms have improved.
 - At least 10 days have passed since 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 once the requirements for "cases with symptoms" or "cases who tested positive but never developed symptoms" (above) have been met.
- Persons who had a close contact may return to work as follows:
 - Close contact but never developed symptoms: when 10 days have passed since last known close contact.
 - Close contact with symptoms: when the "cases with symptoms" criteria (above) have been met, unless the following are true:
 - The person tested negative for COVID-19 using a polymerase chain reaction (PCR) COVID-19 test with specimen taken after onset of symptoms; and
 - At least 10 days have passed since the last known close contact, and
 - The person has been symptom-free for at least 24 hours without using fever reducing medications.
- If an order to isolate, quarantine, or exclude an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is complete or the order is lifted. If not 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.

How to Safely Wear and Take Off a Cloth Face Covering

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2

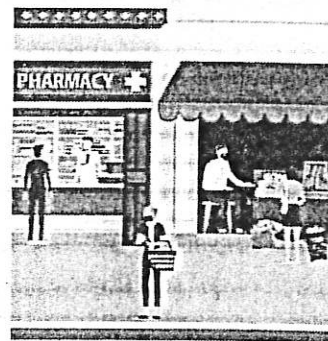


USE THE FACE COVERING TO HELP PROTECT OTHERS

- Wear a face covering to help protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

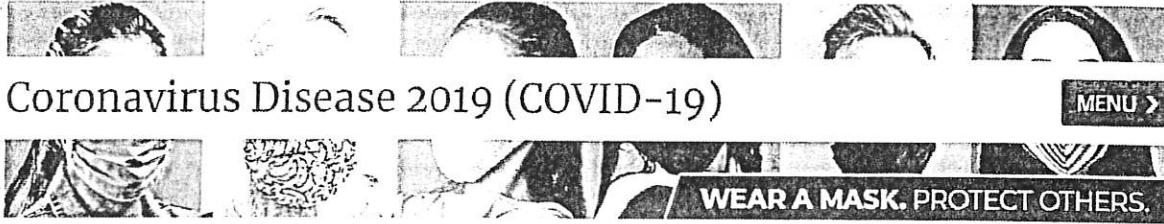
- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)



How to Wash Masks

Washing Masks

Updated May 22, 2020

[Print](#)

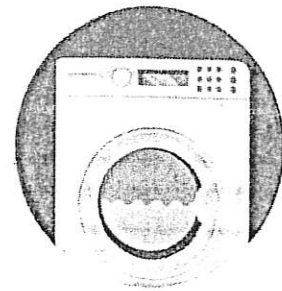
Masks are an additional step to help slow the spread of COVID-19 when combined with every day preventive actions and social distancing in public settings.

Masks should be washed after each use. It is important to always remove masks correctly and wash your hands after handling or touching a used mask.

How to clean

Washing machine

- You can include your mask with your regular laundry.
- Use regular laundry detergent and the warmest appropriate water setting for the cloth used to make the mask.



Washing by hand

- Prepare a bleach solution by mixing:
 - 5 tablespoons (1/3rd cup) household bleach per gallon of room temperature water or
 - 4 teaspoons household bleach per quart of room temperature water
- Check the label to see if your bleach is intended for disinfection. Some bleach products, such as those designed for safe use on colored clothing, may not be suitable for disinfection. Ensure the bleach product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser.
- Soak the mask in the bleach solution for 5 minutes.
- Rinse thoroughly with cool or room temperature water.



Make sure to completely dry mask after washing.

How to dry

Dryer