

Los Angeles County Office of Education

Head Start and Early Learning Division

COVID-19 PREVENTION PROGRAM



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

HEAD START AND EARLY LEARNING DIVISION

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our facilities, including the Education Center, Education Center West, Education Center East, and Santa Fe Springs offices.

Authority and Responsibility

Keesha Woods, Executive Director of the Head Start and Early Learning Division, 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.

The most effective way employees can protect themselves and others is to take individual responsibility to prevent the spread of COVID-19 at LACOE. In order to assist in maintaining a safe work environment, it is vital that each employee make the commitment to read and understand this plan, follow the outlined ground rules and procedures, and complete the applicable trainings discussed herein.

Identification and Evaluation of COVID-19 Hazards

We will implement the following as needed in our workplace:

- Conduct workplace-specific evaluations utilizing the Appendix A: Identification of COVID-19 Hazards form.
- The evaluation form will be completed by the Business Operations Manager in the Fiscal Controls and Accountability Unit. The Interdisciplinary Services Program Manager of Health Services is available to assist if needed.
- 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 assess 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 employee representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by emailing the HSEL Executive Director (Woods_Keesha@laco.edu), emailing HRSLaborRelationsStaff@laco.edu, or completing the Contact Us form found on LACOE's Return to Work webpage.

Employee Screening

Employees must familiarize themselves with COVID-19 symptoms and the Centers for Disease Control and Prevention (CDC) COVID-19 Symptoms and Self-Screening Procedures.

All employees and visitors to the LACOE offices must perform a self-screening by scanning a QR code upon entry into the building. The QR Code will link to a survey with the following questions:

1. Have you had symptoms of COVID-19 in the last 14 days? (a list of symptoms will also be included)
2. Have you taken fever-reducing medications (including, but not limited to, Tylenol, Advil, or Motrin) while having a fever in the last 14 days?
3. Have you been diagnosed with a confirmed case of COVID-19 or have you been in contact with anyone confirmed or suspected to have COVID-19 in the last 14 days?

Employees will be asked to explain if they believe that their symptoms are not related to COVID-19. Answering "yes" to any of these questions will trigger notification to Human Resource Services. Individuals who answer "yes" to any of these questions should not enter the premises until Human Resource Services has cleared them to enter the facilities.

If an employee mistakenly indicates “yes” on the daily survey, but intended for the answer to be “no,” the employee may request for HRS to get the system corrected by sending an email request to:

HRSLaborRelationsStaff@lacoedu.

Check-In – Access to Santa Fe Springs and other Cell Phone Related Accessibility Issues

Employees that do not have a QR code to enter the building must use the office computer located on the first floor in the conference center to complete the survey. Staff will be required to show their LACOE badge or ID to the Security Officer, and provide their extension number to access the computer. The Guard Station will verify through the HRS system if the staff is cleared to access the building.

If employees do not have any symptoms and forget to bring their phones or experience any accessibility issues relating to QR codes, they may check in at the Conference Center Guard Station (first floor) and access the computer to visit the Staff Portal to complete the survey (once logged into the Staff Portal, the employee must click on the “Home” icon to view the links to the survey).

Check-In - Access to Other LACOE Buildings

If employees visit another LACOE building and have already completed the QR code screening, the employees may show their LACOE badges or identification to the Security Officer, and the Security Officer will cross-check the data to confirm completion of the symptoms survey. If no completion is recorded, the employees must complete the QR code screening to enter the building.

Assignment to Work Location

When the return-to-work clearance has been given, each employee in HSEL will be assigned to a cohort to complete the essential functions of their work requirements. This may include a mix of telecommuting and on-site work. Staff that are assigned to field monitoring will be provided with appropriate protocols to ensure that the best health and safety practices are followed. Special permission may be given to staff to be assigned to 100% on-site work.

Staff that are assigned to field monitoring should also implement these procedures to ensure that the best health and safety practices are followed, as well as any procedures for their assigned agencies. Each staff should obtain a copy of the procedures from their respective delegate agencies.

Staff with special circumstances must submit any request to their assigned supervisor. This information will be discussed and forwarded to HRS as appropriate. All staff must adhere to HRS procedures, which includes the requirements set forth in HR 6201.

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 hazards, as follows:

- Concerns must be forwarded to the Executive Director (Woods_Keesha@laco.e.edu).
- The Executive Director will work with the Business Operations Manager and the Administrative Team to address all concerns and respond as appropriate, including communicating with the Santa Fe Springs (SFS) Office Management Company to address common areas.
- All staff will be notified of any additions or corrections made to the HSEL COVID-19 Prevention Program.
- The severity of the hazard will be assessed and correction time frames assigned accordingly.
- The Assistant Director of Fiscal Controls and Accountability will be responsible for ensuring follow-up measures are taken to ensure timely correction and report to Executive Director.

Control of COVID-19 Hazards

Physical Distancing

Signage

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

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

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

Lobbies

Plexiglass barriers have been installed at each lobby at the receptionist desk as well at support staff cubicles that are open-facing. Furniture in the lobbies has been arranged to maintain physical distance between visitors. All efforts will be made to minimize the number of individuals at the reception desk. The reception area at the first floor conference center will be set up to help screen visitors coming into the office.

HSEL Wellness Room

If a staff becomes ill or show symptoms of COVID, the staff should exit the premises immediately, return home, and notify their supervisor via email or phone call. The supervisor will notify the Head Start Early Learning Analyst (Shanita Smith). The Wellness Room located on the first floor in the library will be used in the event that a staff member must be isolated while waiting for a ride.

Office Layout and Workspaces

Employees are scheduled to report for in-office tasks in their assigned cohort. The distance between the workspaces of employees in each cohort has been assessed to ensure appropriate physical distancing between occupied workspaces. Workspaces lacking physical barriers have been identified and modified to ensure adequate space for physical distancing.

In-Suite Meeting Rooms

While in-person meetings are currently prohibited, the use of in-suite meeting rooms (conference rooms) may be necessary for certain functions, such as when an employee needs more space to complete larger projects, or if a project requires additional privacy protections. The maximum occupancy of in-suite meeting rooms has been posted. Employees must seek Program Manager approval and schedule according to HSEL protocol, prior to using open meeting rooms.

Break Rooms and Communal Spaces

LACOE has assessed the maximum occupancy, allowing for appropriate physical distancing, in all break rooms, kitchens, copy rooms, and other communal spaces. Each room is clearly marked with a modified maximum occupancy for the duration of the COVID-19 pandemic. Individuals will be required to adhere to the cleaning protocols described in the "Shared Tools, Equipment, and Personal Protective Equipment" section.

Staff are strongly encouraged to eat at their assigned workspace, outside, or in their vehicles. Safe practices for usage of refrigerators and microwaves are displayed in the break room. Staff may not gather with other staff during breaks.

Hallways

A directional flow of traffic is designated for all hallways and walkways. While larger hallways have signage reminding individuals to walk to the right side and to maintain physical distance, smaller walkways may be one-way, or directional. Traffic between cubicles is not permitted unless an employee works in a cubicle in that area.

Trash Collection

LACOE has updated its trash handling procedure to adhere to Los Angeles County Department of Public Health (LACDPH) physical distancing guidelines. Employees should place personal office or cubicle trash cans outside of their office or cubicle when full for daily collection.

Mail Collection and Distribution

LACOE has updated its procedures in order to adhere to LACDPH physical distancing guidelines and to accommodate staggered schedules for mailroom staff. Front desk staff will collect and distribute mail using employee mailboxes. If an employee requires mail to be sent via postal services, they must work with their assigned Division Secretary. Deliveries will be processed through the front desk reception area and distributed accordingly. Additionally, outgoing mail should be submitted to the front desk outgoing mailbox by 1:00 p.m. for same-day processing.

Elevators

Elevators in the SFS Office have a maximum occupancy of two riders at a time. Signage indicating the modified maximum occupancy is posted on each elevator. It is recommended that staff utilize the stairs when at all possible.

Face Coverings

The HSEL Division provides clean, undamaged face coverings and requires that they be properly worn over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, and where required by orders from the California Department of Public Health (CDPH) or LACDPH. Each staff have been given a packet of essential supplies, which includes a face shield, face coverings, gloves, and sanitizer. If your supply needs to be replenished, please send an email to [Buenrostro Angelica@lacoedu](mailto:Buenrostro_Angelica@lacoedu). Items will be distributed to the staff's cubicle.

If an employee encounters other individuals that are not wearing face coverings or maintaining physical distance, please gently remind them to do so. If occurrences continue, please report to the HSEL Executive Director at [Woods Keesha@lacoedu](mailto:Woods_Keesha@lacoedu).

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

- When an employee is alone in a room (not a cubicle).
- 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. It is recommended that staff eat at their cubicle, outside, or in their vehicle.

- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
- When completing specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.
- If an employee cannot wear a face covering, face shield with a drape, or other effective alternative, or respiratory protection, for medical reasons, the employee shall be at least six feet apart from all other persons at all times.

Engineering Controls

Entrances and Exits

All employees and visitors must enter the SFS office through the guard station located on the first floor in the Conference Center. Staff must exit the building using the south door facing the parking lot.

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

Ventilation

LACOE has worked closely with its heating and air conditioning consultant and implemented the following best practices for the heating and air conditioning systems in the Santa Fe Springs office:

1. Installed MERV 13 filters or the highest rated filter that the building system will accept
2. Sealed edges of the filters
3. Run the system on 100% outside fresh air with no recirculation

Every effort is made to maintain the temperature in the SFS facilities at 72 degrees throughout the offices. If employees feel that the temperature in their area is not 72 degrees, they may email Buenrostro_Angelica@lacoedu for assessment. The Property Manager will be contacted for adjustments if needed.

Cleaning and Disinfecting

Guidance regarding Custodial Cleaning Operations has been updated to address the COVID-19 pandemic. This includes frequent cleaning of high-touch items and areas, such as doorknobs, tables, buttons, counters, railings, switches, etc. Additionally, protocols have been implemented to clean and disinfect areas in which a person suspected or confirmed to have been infected with COVID-19 has occupied or visited.

High-traffic and high-touch areas will be cleaned and disinfected on a regular basis. The cleaning and disinfecting schedules are posted in each building.

Each employee is responsible for maintaining personal hygiene and maintaining a clean work area. Employees will have access to sanitizing wipes and hand sanitizer, and will be given time to clean their work areas.

Shared Tools, Equipment, and Personal Protective Equipment (PPE)

PPE must not be shared. This includes 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, must also not be shared, to the extent feasible. When there must be sharing, employees will be expected to utilize sanitizing wipes to clean communal office equipment, such as copy and fax machines, before and after each use.

Sharing of vehicles is only for warehouse workers and bus drivers, and will be minimized to the extent feasible, and high-touch points (e.g., steering wheel, door handles, seatbelt buckles, armrests, shifter) will be disinfected between users. Carpooling is prohibited at this time.

Hand Sanitizing

In order to implement effective hand sanitizing procedures, LACOE HSEL is:

- Evaluating handwashing facilities. Sinks and toilet stalls are marked as unusable for purposes of physical distancing.
- Encouraging more frequent handwashing.
- Providing employees with an effective hand sanitizer, and prohibiting hand sanitizers that contain methanol (i.e., methyl alcohol).
- Encouraging employees to wash their hands for at least 20 seconds each time.
- Making freestanding hand sanitizer stations available throughout the facility.

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

LACOE requires the use of face coverings for all individuals entering a LACOE facility. We also require all staff to utilize PPE when accessing and visiting our delegate agencies' locations. LACOE will provide a face covering to employees and visitors upon request. All employees must wear face coverings at all times except when alone in a workspace. Employees should wash or replace their face coverings daily.

Employees are permitted to wear gloves and other PPE as they deem necessary. LACOE will not require or provide any other form of PPE aside from face coverings, face shields, gloves, and sanitizer, unless required by law. We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

Investigating and Responding to COVID-19 Cases

Investigation and responding to COVID-19 cases will be accomplished by using the protocols found in Appendix C: LACOE's Response to Confirmed or Suspected Cases of COVID-19 .

Employees who had potential COVID-19 exposure in our workplace will be notified within 24 hours of notice given to LACOE, as appropriate.

- If you receive a positive test result, please notify the Head Start Early Learning Analyst (Shanita Smith) and your supervisor.
- The Head Start Early Learning Analyst will be the liaison between HSEL and Human Resource Services (HRS).
- HRS is tracking COVID-19-related leaves of absence and will advise individuals of all eligible leave options.
- The procedure for non-COVID-19-related absence reporting remains the same. Please report unplanned absences or late starts by calling the [HSEL Absence Line at 562- 401-5341](#).
- If you have any questions, please contact the Head Start Early Learning Analyst.

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:

- That HSEL Division employees will report directly to their assigned supervisor and the Head Start Early Learning Analyst (Shanita Smith). HSEL will report directly to HRS and work with HRS to communicate benefits that may be available to staff. HSEL will accept a family member contacting the supervisor if the employee is unable to communicate.
- 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, how employees can access COVID-19 testing through their LACOE-funded health plans/medical provider, Walgreens, and CVS community pharmacies.
- 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.
- Appropriate notices will be displayed by either the Business Operations Manager or the SFS Office Management Company in common areas.
- Communications affecting delegate agencies and/or the families served will be provided by the Executive Director and the Community Outreach Program Manager.
- All-Staff Biweekly Fireside Chats (Mondays and Wednesdays 8:30 to 9 a.m. on Zoom) will continue to occur indefinitely in order to ensure that staff have consistent information and are given opportunities to ask clarifying questions.

Training and Instruction

LACOE will provide effective training and instruction through Target Solutions that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with 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 handwashing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or handwashing 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 primarily intended to protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

COVID-19 training rosters are maintained by HRS.

Exclusion of COVID-19 Cases

When we have a COVID-19 case in our workplace, we will limit transmission by:

- Allowing staff who are able to work remotely.
- When the Division does return to site, allowing for staff to access office in cohorts to ensure physical distancing.
- 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 after the last known exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by allowing staff to utilize sick leave, assessing eligibility for FMLA, and providing information regarding payments from public sources or other means of maintaining earnings, rights, and benefits, where permitted by law and when not covered by workers' compensation.
- Providing employees with information on available benefits at the time of exclusion.

Reporting, Recordkeeping, and Access

It is LACOE's policy to:

- Report to HRS as soon as HSEL receives notification from staff impacted.
- 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 personally identifiable information removed.

In addition, according to HSEL Division's policy:

- HSEL staff must report incidences to the Head Start Early Learning Analyst (Smith_Shanita@lacoedu or call 562-401-5341)
- HSEL will report to HRS as soon as HSEL receives notification from staff impacted.
- HRS will implement the above policies once information is reported by the HSEL.

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 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 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.
-


Maricela Ramirez (Jan 28, 2021 15:07 PST)

Maricela Ramirez, Chief Education Officer

Jan 28, 2021

Date

Appendix B: COVID-19 Inspections

Date: **[enter date]**

Name of person conducting the inspection: **[enter names]**

Work location evaluated: **[enter information]**

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Other			
Other			
Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
Other			
Other			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			
Other			

Appendix C: Response to Confirmed or Suspected Cases of COVID-19

The purpose of this Appendix is to describe the LACOE community's collective effort and individual responsibilities in responding to a confirmed or suspected case of COVID-19 in the workplace. As part of these efforts, LACOE has established a COVID-19 Liaison to serve as a point of contact to the Los Angeles County Department of Public Health (LACDPH) in the event of a COVID-19 cluster or outbreak. The COVID-19 Liaison can be contacted by emailing HRSLaborRelationsStaff@lacoedu.

DEFINITIONS

EXPOSURE

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

Home Isolation

[Isolation](#) is used to separate a person infected or sick with COVID-19 from people who are not infected. A person who is in isolation is to stay home until [it's safe for them to be around others](#).

Home Quarantine

[Quarantine](#) is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. A person in quarantine is to stay home, separate themselves from others, monitor their health, and follow directions from the local health department.

Symptoms

All employees should be aware of the common symptoms of COVID-19. Symptoms of COVID-19 may include some combination of the following:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Muscle or body aches
- Headache
- Sore throat
- Nausea or vomiting
- Diarrhea
- Congestion or runny nose
- New loss of taste or smell

Employees should self-monitor for these symptoms and be mindful of "just not feeling well." If an employee is concerned about having symptoms or possible exposure, they should contact their medical provider. Free testing is also available. For details, visit <https://lacovidprod.service-now.com/rrs>.

EMPLOYEE RESPONSIBILITIES

[Notification of Diagnosis, Symptoms, or Contact](#)

An employee must notify his or her supervisor and/or the COVID-19 Liaison if:

- The employee is diagnosed with COVID-19
- The employee has COVID-19 like symptoms
- The employee develops symptoms of COVID-19 at work
- The employee has been in close contact with someone who is diagnosed with or suspected to have COVID-19.

[Role in Contact Tracing](#)

The employee will be contacted by the COVID-19 Liaison within 24 hours of notification. The employee must cooperate in the contact tracing investigation conducted by the COVID-19 Liaison. The COVID-19 Liaison will gather information including identifying all locations the employee visited while infectious, and identification of all employees/visitors the employee had close contact with while infectious. All information will be kept confidential and handled in compliance with California's Confidentiality of Medical Information Act, the Americans with Disabilities Act, and other applicable laws.

[Return to Work](#)

An employee who has been diagnosed with or is suspected to have COVID-19 or is exposed to COVID-19 may not return to work until completion of the appropriate isolation or quarantine period according to Public Health Officer orders summarized in the chart below. If an employee's tasks cannot be completed from home or the employee is unable to work from home during the isolation or quarantine period, the employee may utilize appropriate leaves, including leave under H.R. 6201.

After completion of the appropriate isolation or quarantine period under Public Health Officer orders, staff can return to work and resume usual activities. Neither Public Health clearance nor a negative COVID-19 test is required for return to work. Please review the chart on the following page.

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

SUPERVISOR RESPONSIBILITIES

Notification to COVID-19 Liaison

Supervisors must immediately notify the COVID-19 Liaison when an employee reports that:

- The employee is diagnosed with COVID-19
- The employee has COVID-19 like symptoms
- The employee develops symptoms of COVID-19 at work
- The employee has been in close contact with someone who is diagnosed with or suspected to have COVID-19.

Supervisors should also consult with the COVID-19 Liaison when an employee is exhibiting symptoms of COVID-19 but reports feeling well.

Employee Separation

If the employee develops COVID-19 like symptoms while at work, the supervisor shall send the sick employee home immediately. If the employee cannot leave work immediately (e.g. transportation is unavailable), the supervisor must ensure the employee is wearing a face covering and remains isolated from others until the employee can be transported home.

Area Closure

The supervisor shall immediately close off the workspace or areas used by the employee. This includes the employee's immediate work area (office, desk, phones, or other work tools and equipment) and workplace surfaces that the employee may have touched (doorknobs/push bars, elevator buttons, restroom doors, copiers or other office machines).

Role in Contact Tracing

The COVID-19 Liaison will contact the supervisor to identify the work areas used by the employee and assess who has had close contact with the employee.

COVID-19 LIAISON RESPONSIBILITIES AND CONTACT TRACING

Facilities Coordination

The COVID-19 Liaison shall coordinate with the Division of Facilities and Construction to ensure the work space(s) and area(s) used by the employee are closed off, outside doors and windows are opened if applicable, ventilating fans are deployed to increase air circulation in the area if possible, and the workspace is disinfected. The custodial response team shall wait 24 hours or as long as practical before beginning cleaning and disinfection.

The custodial response team is to clean and disinfect all the work areas used by the employee. This includes all areas such as offices, bathrooms, common areas and shared equipment.

CONTACT TRACING

Upon receipt of a report of a confirmed or suspected case of COVID-19 in the workplace, the COVID-19 Liaison shall:

- Determine the potential exposure timeline
 - A case person is considered to be infectious 48 hours before symptoms first appear.
 - An asymptomatic person with laboratory confirmed COVID-19 is considered infectious 48 hours before the date of the positive test (actual test date, not date results received)
- Conduct contact tracing to identify others who may have had a close contact exposure
 - Utilize initial information from affected employee
 - Work with the supervisor to confirm or identify additional contacts and/or areas potentially exposed
 - Maintain confidentiality of the employee and close contacts
- Complete the LACDPH Line List for Cases and Contacts form.
- Report confirmed cases to LACOE's Workers' Compensation Third Party Administrator when required

COMMUNICATION

The LACOE COVID-19 Liaison shall provide individuals identified as close contacts with the following:

- Exposure Notification Letters
- Home Quarantine Instructions for Close Contacts of COVID-19 (LACDPH)
- Education, information, and support to help them understand their risks
- Referral information for testing
- Services they may need during the quarantine period

The COVID-19 Liaison shall also issue a General Notification Letter to all staff in the affected building(s). This notification shall inform staff about a confirmed case of COVID-19, LACOE's response including the steps taken to clean and disinfect the workspace, and a reminder to staff to practice physical distancing, wear face coverings, and exercise good hygiene.

LACDPH Coordination

The COVID-19 Liaison or LACOE Health Professional may contact LACDPH for guidance as needed.

LACOE will immediately notify LACDPH when there is a cluster of 3 confirmed cases of COVID-19. If a cluster is identified at a worksite (defined as 3 cases of COVID-19 within a 14-day period), the Los Angeles County Department of Public Health will initiate a cluster response which includes providing infection control guidance and recommendations, technical support and site-specific control measures. A public health case manager will be assigned to the cluster investigation to help guide the facility response.

LACDPH may be contacted at (888) 397-3993 or (213) 240-7821

Data Analysis

The COVID-19 Liaison shall analyze case and close contacts data. The Liaison may convene LACOE subject matter experts as needed to review data and make recommendations to support the health and safety of employees.