



COVID WORKSITE PLAN

Opportunity Center



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TRAINING TOPICS

ALL STAFF AND CLIENTS WILL RECEIVE TRAINING FOR

- COVID-19, PREVENTING SPREAD, AT RISK POPULATIONS
- SELF SCREENING AT HOME
- STAYING HOME WHEN ILL
- WHEN TO SEEK MEDICAL ATTENTION
- HANDWASHING
- SOCIAL DISTANCING AT WORK AND OFF WORK
- PROPER USE OF PPE (GLOVES, FACE COVERINGS, PHYSICAL BARRIERS)
- PRECAUTIONS TO TAKE WHEN SOCIAL DISTANCING CANNOT BE MAINTAINED TO COMPLETE A TASK (LIFTING, ASSISTING WITH EQUIPMENT)- FOR TRANSPORTATION *SEE WORKSITE PLAN FOR TRANSPORTATION*

BEHAVIORAL CONTROL MEASURES AND SCREENING

- SYMPTOM SCREENING UPON ENTRY FOR STAFF, CLIENTS AND PUBLIC
- SELF SCREENING AT HOME
- REQUIRING THOSE WHO ARE SICK OR SHOWING COVID SYMPTOMS TO STAY HOME
- SOCIAL DISTANCING
- PROVIDE GLOVES TO WORKERS USING CLEANSERS/DISINFECTANTS, PROVIDING SYMPTOM SCREENING OR USING SHARED EQUIPMENT/WORK AREAS
- INCREASE SOCIAL DISTANCES BETWEEN TABLES, CHAIRS, WORK AREAS, BREAK AREAS. USE BARRICADES OR CLOSE AREAS AS NEEDED.
- USE OF FACE COVERINGS AS DIRECTED BY FEDERAL, STATE and LOCAL AUTHORITIES AND COMMUNICATING EXPECTATIONS TO STAFF, CLIENTS and VISITORS
- CLEANING AND DISINFECTING OF SHARED EQUIPMENT PRIOR TO USE (VACCUMS, CADDIES, SPRAY BOTTLES, MOP HANDLES, MOP BUCKETS, DUSTERS, ETC.)
- USING PPE AND FREQUENTLY CHANGING GLOVES/FACE COVERINGS AS APPROPRIATE
- FREQUENT HANDWASHING
 - IMMEDIATELY BEFORE PUTTING ON GLOVES
 - IMMEDIATELY AFTER TAKING GLOVES OFF
 - BEFORE BREAKS AND AFTER BREAKS
 - BEFORE & AFTER TOUCHING FACE
 - AT START OF SHIFT
 - AT END OF SHIFT
 - FREQUENTLY THROUGHOUT SHIFT

CLEANING AND DISINFECTING

- CLEANING OF HIGH TRAFFIC AND COMMON USE AREAS AT LEAST EVERY 3 HOURS
- CLEANING AND DISINFECTING OF SHARED EQUIPMENT AND WORK SPACE BETWEEN USERS OR BETWEEN SHIFTS – WHICHEVER IS MORE FREQUENT.
- HANDWASHING IS ACCESSIBLE AND NEARBY WITH APPROPRIATE SUPPLIES. IN THE ABSENCE OF A NEARBY HANDWASHING STATION, HAND SANITIZER IS NEARBY AND AVAILABLE.
- ENSURE SANITATION PRODUCTS REMAIN STOCKED
- ENSURE DISINFECTANTS ARE EPA APPROVED FOR USE AGAINST COVID19
- ALLOW TIME FOR CLIENTS AND STAFF TO COMPLETE CLEANING AND DISINFECTING
- OPEN WINDOWS IN SHARED SPACES WHERE AVAILABLE, DURING OCCUPIED TIME FRAMES.

PHYSICAL DISTANCING

- USE OF BARRIERS, FLOOR MARKINGS AND OR VISUAL CUES TO IDENTIFY SIX FEET OF SOCIAL DISTANCE IN SHARED WORK AREAS.
- USE OF PHYSICAL BARRIERS FOR TASKS/AREAS IN WHICH APPROPRIATE SOCIAL DISTANCING IS CHALLENGING.
- RECONFIGURE WORK AREAS TO DECREASE OCCUPANCY AS APPROPRIATE TO MAINTAIN SOCIAL DISTANCES.
- LIMIT THE NUMBER OF OCCUPANTS IN SPACES
- UTILIZE REMOTE WORK AND MODIFIED WORK SCHEDULES, AS APPROPRIATE, TO LIMIT OCCUPANCY OF SPACES.
- POSTING OF SIGNAGE TO COMMUNICATE OCCUPANCY LIMITS OF WORK SPACES

Shasta County Opportunity Center

COVID19 COMMUNITY TRANSITIONS WRITTEN WORKSITE PRECAUTION PLAN

ALL LOCATIONS – COMMUNITY TRANSITIONS TASKS	
IMPLEMENTATION RESPONSIBILITY	Plan is reviewed and updated by OC Managers and Supervisors. Plan is shared, taught and put into practice by all OC staff and Clients
RISK ASSESSMENT	RISK IS LOW currently in the absence of multiple clients who remain sheltered at home. Risk may increase as more clients are released to return to program providers
TYPES OF RISK	CONTACT WITH EQUIPMENT, TOOLS, SURFACES THAT ARE USED BY OTHERS. UNNECESSARY PROLONGED AND FREQUENT CLOSE CONTACT WITH OTHERS IN THE IMMEDIATE WORK AREAS, SPREAD OF VIRUS DUE TO INFREQUENT HAND WASHING AND INFREQUENT CLEANING/DISINFECTING OF SHARED EQUIPMENT OR WORK AREAS

CONTENTS OF PLAN		
<input type="checkbox"/>	GENERAL TRAINING	ALL STAFF AND CLIENTS WILL RECEIVE TRAINING ON THIS WORKPLAN, HANDWASHING, SPREAD OF COVID19, ACCESS AND USE OF PROTECTIVE EQUIPMENT AND SUPPLIES, ACCESS AND USE OF CLEANER/DISINFECTANT, ACCESS AND USE OF CURRENT LOCAL AUTHORITY RECCOMENDATIONS FOR COVID19 PRECAUTIONARY MEASURES
	SECTOR TRAINING	<i>ALL STAFF WILL RECEIVE TRAINING ON SPECIFIC WORKPLANS RELATED TO SERVICE SECTORS WE PROVIDE.</i>
<input type="checkbox"/>	COMPLIANCE	SUPERVISORS AND LEADS ARE RESPONSIBLE FOR ENSURING COMPLIANCE WITH SERVICES UNDER THEIR AUTHORITY. SUPERVISORS WILL CONSULT WITH LOCAL AUTHORITY RECCOMENDATIONS, STAKEHOLDER FEEDBACK AND MANAGEMENT TO DETERMINE IF CORRECTIONS, MODIFICATIONS OR ALTERNATIVES ARE APPROPRIATE. STAFF ARE RESPONSIBLE FOR THEIR COMPLIANCE TO THE WORKSITE PLAN FOR SERVICE PROVIDED. STAFF ARE RESPONSIBLE FOR MONITORING CLIENT COMPLIANCE TO THE WORKSITE PLAN FOR SERVICE PROVIDED.

		CLIENTS ARE RESPONSIBLE FOR THEIR COMPLIANCE TO THE WORKSITE PLAN FOR SERVICE PROVIDED.
<input type="checkbox"/>	COVID INVESTIGATIONS	The DIRECT point of contact to report COVID Illness, suspected COVID illness and exposure to active COVID persons is your immediate Supervisor. Your Supervisor will inform Support Services and follow instructions provided by Support Services
TRAINING TOPICS		
<p style="text-align: center;">ALL STAFF AND CLIENTS WILL RECEIVE TRAINING FOR</p> <ul style="list-style-type: none"> • COVID19, PREVENTING SPREAD, AT RISK POPULATIONS • SELF SCREENING AT HOME • STAYING HOME WHEN ILL • WHEN TO SEEK MEDICAL ATTENTION • HANDWASHING • SOCIAL DISTANCING AT WORK AND OFF WORK 		
BEHAVIORAL CONTROL MEASURES AND SCREENING		
<ul style="list-style-type: none"> • SYMPTOM SCREENING UPON ENTRY FOR STAFF, CLIENTS AND PUBLIC • SELF SCREENING AT HOME • REQUIRING THOSE WHO ARE SICK OR SHOWING COVID SYMPTOMS TO STAY HOME • SOCIAL DISTANCING AT WORK AND OFF WORK • LEAVING A COMMUNITY EVENT/ACTIVITY IF LOCAL RECCOMENDATIONS AND REQUIREMENTS FOR COVID PRECUATION ARE NOT BEING FOLLOWED <p style="padding-left: 40px;">INCLUDING BUT NOT LIMITED TO:</p> <ul style="list-style-type: none"> • SOCIAL DISTANCING • FACE COVERINGS • FREQUENT CLEANING/DISINFECTING • POSTED OCCUPANCY LIMITS FOR INTERIOR BUILDINGS/ROOMS FOR SOCIAL DISTANCING <ul style="list-style-type: none"> • PROVIDE GLOVES TO WORKERS USING CLEANSERS/DISINFECTANTS, PROVIDING SYMPTOM SCREENING OR USING SHARED EQUIPMENT/WORK AREAS • INCREASE SOCIAL DISTANCES BETWEEN TABLES, CHAIRS, WORK AREAS, BREAK AREAS. USE BARRICADES OR CLOSE AREAS AS NEEDED. • USE OF FACE COVERINGS • CLEANING AND DISINFECTING OF SHARED EQUIPMENT PRIOR TO USE (VACCUMS, CADDIES, SPRAY BOTTLES, MOP HANDLES, MOP BUCKETS, DUSTERS, ETC.) • USING PPE AND FREQUENTLY CHANGING GLOVES/FACE COVERINGS AS APPROPRIATE • FREQUENT HANDWASHING <ul style="list-style-type: none"> ○ IMMEDIATELY BEFORE PUTTING ON GLOVES ○ IMMEDIATELY AFTER TAKING GLOVES OFF ○ BEFORE BREAKS AND AFTER BREAKS ○ BEFORE & AFTER TOUCHING FACE ○ AT START OF SHIFT ○ AT END OF SHIFT ○ FREQUENTLY THROUGHOUT SHIFT 		

CLEANING AND DISINFECTING
<ul style="list-style-type: none"> • CLEANING OF HIGH TRAFFIC AND COMMON USE AREAS AT LEAST EVERY 3 HOURS • CLEANING AND DISINFECTING OF SHARED EQUIPMENT AND WORK SPACE BETWEEN USERS OR BETWEEN SHIFTS – WHICHEVER IS MORE FREQUENT. • HANDWASHING IS ACCESSIBLE AND NEARBY WITH APPROPRIATE SUPPLIES. IN THE ABSENCE OF A NEARBY HANDWASHING STATION, HAND SANITIZER IS NEARBY AND AVAILABLE. • ENSURE SANITATION PRODUCTS REMAIN STOCKED • ENSURE DISINFECTANTS ARE EPA APPROVED FOR USE AGAINST COVID19 • ALLOW TIME FOR CLIENTS AND STAFF TO COMPLETE CLEANING AND DISINFECTING • OPEN WINDOWS IN SHARED SPACES WHERE AVAILABLE, DURING OCCUPIED TIME FRAMES.
PHYSICAL DISTANCING
<ul style="list-style-type: none"> • USE OF BARRIERS, FLOOR MARKINGS AND OR VISUAL CUES TO IDENTIFY SIX FEET OF SOCIAL DISTANCE IN SHARED WORK AREAS. • USE OF PHYSICAL BARRIERS FOR TASKS/AREAS IN WHICH APPROPRIATE SOCIAL DISTANCING IS CHALLENGING. • RECONFIGURE WORK AREAS TO DECREASE OCCUPANCY AS APPROPRIATE TO MAINTAIN SOCIAL DISTANCES. • LIMIT THE NUMBER OF OCCUPANTS IN SPACES • UTILIZE REMOTE WORK AND MODIFIED WORK SCHEDULES, AS APPROPRIATE, TO LIMIT OCCUPANCY OF SPACES. <p>POSTING OF SIGNAGE TO COMMUNICATE OCCUPANCY LIMITS OF WORK SPACES</p>

Shasta County Opportunity Center

COVID19 CAR WASH SERVICES WORKSITE PRECAUTION PLAN

ALL LOCATIONS – GENERAL CAR WASH WORK TASKS	
IMPLEMENTATION RESPONSIBILITY	Plan is reviewed and updated by OC Managers and Supervisors. Plan is shared, taught and put into practice by all OC staff and Clients
RISK ASSESSMENT	RISK IS LOW currently in the absence of multiple clients who remain sheltered at home. Risk may increase as more clients are released to return to program providers
TYPES OF RISK	CONTACT WITH EQUIPMENT, TOOLS, SURFACES THAT ARE FREQUENTLY USED BY OTHERS PRIOR TO CLEANING/SANITIZING. FAILURE TO ADHERE TO SOCIAL DISTANCING RECCOMENDATIONS AND HAVING CLOSE CONTACT WITH OTHERS IN THE IMMEDIATE WORK AREAS, INFREQUENT HAND WASHING AND RISK OF EXPOSURE DUE TO NOT USING PPE CORRECTLY (GLOVES, FACE COVERINGS, SANITIZING/CLEANING OF TOOLS AND EQUIPMENT). SOME TASKS REQUIRE SHOR DURATION CLOSE CONTACT (LIFTING, TRANSPORTATION, ASSISTANCE WITH EQUIPMENT)

- SYMPTOM SCREENING UPON ENTRY FOR STAFF, CLIENTS AND PUBLIC
- SELF SCREENING AT HOME
- REQUIRING THOSE WHO ARE SICK OR SHOWING COVID SYMPTOMS TO STAY HOME
- SOCIAL DISTANCING AT WORK AND OFF WORK
- PROVIDE GLOVES TO WORKERS USING CLEANSERS/DISINFECTANTS, PROVIDING SYMPTOM SCREENING OR USING SHARED EQUIPMENT/WORK AREAS
- INCREASE SOCIAL DISTANCES BETWEEN TABLES, CHAIRS, WORK AREAS, BREAK AREAS. USE BARRICADES OR CLOSE AREAS AS NEEDED.
- USE OF FACE COVERINGS AS DIRECTED BY FEDERAL, STATE and LOCAL AUTHORITIES AND COMMUNICATING EXPECTATIONS TO STAFF, CLIENTS and VISITORS
- CLEANING AND DISINFECTING OF SHARED EQUIPMENT PRIOR TO USE (VACCUMS, CADDIES, SPRAY BOTTLES, MOP HANDLES, MOP BUCKETS, DUSTERS, ETC.)
- USING PPE AND FREQUENTLY CHANGING GLOVES/FACE COVERINGS AS APPROPRIATE
- FREQUENT HANDWASHING
 - IMMEDIATELY BEFORE PUTTING ON GLOVES
 - IMMEDIATELY AFTER TAKING GLOVES OFF
 - BEFORE BREAKS AND AFTER BREAKS
 - BEFORE & AFTER TOUCHING FACE
 - AT START OF SHIFT
 - AT END OF SHIFT AND FREQUENTLY THROUGHOUT SHIFT

CLEANING AND DISINFECTING

- CLEANING OF VEHICLES, TOOLS AND SHARED EQUIPMENT BETWEEN SHIFTS OR USERS WHICHEVER IS MORE FREQUENT.
- HANDWASHING STATIONS ARE CLOSE BY AND UTILIZED, SANITIZER IS AVAILABLE WHEREVER HANDWASHING STATIONS ARE NOT ACCESSIBLE NEARBY
- ENSURE SANITATION SUPPLIES AND PRODUCTS ARE STOCKED
- ENSURE DISINFECTANTS USED ARE EPA APPROVED FOR USE AGAINST COVID19
- ALLOW TIME FOR STAFF AND CLIENTS TO CLEAN AND DISINFECT TOOLS AND EQUIPEMENT
- OPEN WINDOWS IN OCCUPIED AREAS WHEREVER FEASIBLE TO INCREASE VENTILATION WHILE OCCUPIED

		<p>IF CORRECTIONS, MODIFICATIONS OR ALTERNATIVES ARE APPROPRIATE.</p> <p>STAFF ARE RESPONSIBLE FOR THEIR COMPLIANCE TO THE WORKSITE PLAN FOR SERVICE PROVIDED. STAFF ARE RESPONSIBLE FOR MONITORING CLIENT COMPLIANCE TO THE WORKSITE PLAN FOR SERVICE PROVIDED.</p> <p>CLIENTS ARE RESPONSIBLE FOR THEIR COMPLIANCE TO THE WORKSITE PLAN FOR SERVICE PROVIDED.</p>
<input type="checkbox"/>	<p>COVID INVESTIGATIONS</p>	<p>The DIRECT point of contact to report COVID illness, suspected COVID illness and exposure to active COVID persons is your immediate Supervisor. Your Supervisor will inform Support Services and follow instructions provided by Support Services.</p>

TRAINING TOPICS

ALL STAFF AND CLIENTS WILL RECEIVE TRAINING FOR

- COVID-19, PREVENTING SPREAD, AT RISK POPULATIONS
- SELF SCREENING AT HOME
- STAYING HOME WHEN ILL
- WHEN TO SEEK MEDICAL ATTENTION
- HANDWASHING
- SOCIAL DISTANCING AT WORK AND OFF WORK
- PROPER USE OF PPE (GLOVES, FACE COVERINGS, PHYSICAL BARRIERS)
- PRECAUTIONS TO TAKE WHEN SOCIAL DISTANCING CANNOT BE MAINTAINED TO COMPLETE A TASK (LIFTING, ASSISTING WITH EQUIPMENT)- FOR TRANSPORTATION *SEE WORKSITE PLAN FOR TRANSPORTATION*

BEHAVIORAL CONTROL MEASURES AND SCREENING

- SYMPTOM SCREENING UPON ENTRY FOR STAFF, CLIENTS AND PUBLIC
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- USE OF FACE COVERINGS AS DIRECTED BY FEDERAL, STATE and LOCAL AUTHORITIES AND COMMUNICATING EXPECTATIONS TO STAFF, CLIENTS and VISITORS
- CLEANING AND DISINFECTING OF SHARED EQUIPMENT PRIOR TO USE (VACCUMS, CADDIES, SPRAY BOTTLES, MOP HANDLES, MOP BUCKETS, DUSTERS, ETC.)
- USING PPE AND FREQUENTLY CHANGING GLOVES/FACE COVERINGS AS APPROPRIATE
- FREQUENT HANDWASHING
 - IMMEDIATELY BEFORE PUTTING ON GLOVES
 - IMMEDIATELY AFTER TAKING GLOVES OFF
 - BEFORE BREAKS AND AFTER BREAKS
 - BEFORE & AFTER TOUCHING FACE
 - AT START OF SHIFT
 - AT END OF SHIFTFREQUENTLY THROUGHOUT SHIFT

CLEANING AND DISINFECTING

- CLEANING OF VEHICLES, TOOLS AND SHARED EQUIPMENT BETWEEN SHIFTS OR USERS, WHICHEVER IS MORE FREQUENT.
- HANDWASHING STATIONS ARE CLOSE BY AND UTILIZED
- SANITIZER IS AVAILABLE WHEREVER HANDWASHING STATIONS ARE NOT ACCESSIBLE NEARBY
- ENSURE SANITATION SUPPLIES AND PRODUCTS ARE STOCKED
- ENSURE DISINFECTANTS USED ARE EPA APPROVED FOR USE AGAINST COVID-19
- ALLOW TIME FOR STAFF AND CLIENTS TO CLEAN AND DISINFECT TOOLS AND EQUIPMENT
- OPEN WINDOWS IN OCCUPIED AREAS, WHEREVER FEASIBLE, TO INCREASE VENTILATION

PHYSICAL DISTANCING

- PRACTICE “CONTACTLESS DELIVERIES” FOR BOTH RECEIVING AND SENDING OF DELIVERIES WHEREVER POSSIBLE. MAINTAIN 6 FEET SOCIAL DISTANCES FROM OTHERS WHILE DELIVERING OR TAKING DELIVERIES.
- LIMIT CONTACT TO FREQUENTLY TOUCHED SURFACES AND EQUIPMENT (DOOR HANDLES, DOORBELLS). USE FOOT, ELBOW, HIP, WHEN OPENING DOORS WHENEVER POSSIBLE.
- AVOID USING SHARED SCANNERS, PENS OR OTHER TOOLS WITH CUSTOMERS.
- USE OF BARRIERS AND/OR VISUAL CUES TO IDENTIFY SIX FEET OF SOCIAL DISTANCE IN SHARED WORK AREAS.
- USE OF PHYSICAL BARRIERS FOR TASKS/AREAS IN WHICH APPROPRIATE SOCIAL DISTANCING IS CHALLENGING.
- LIMIT THE NUMBER OF OCCUPANTS IN SPACES.
- POSTING OF SIGNAGE TO COMMUNICATE OCCUPANCY LIMITS OF WORK SPACES.
- RECONFIGURE WORK AREAS TO DECREASE OCCUPANCY AS APPROPRIATE TO MAINTAIN SOCIAL DISTANCES.
- USE OF BARRIERS, FLOOR MARKINGS AND OR VISUAL CUES TO IDENTIFY SIX FEET OF SOCIAL DISTANCE IN SHARED WORK AREAS.

COVID19 GROUNDS SERVICES WORKSITE PRECAUTION PLAN

ALL LOCATIONS – GENERAL GROUNDS WORK TASKS	
IMPLEMENTATION RESPONSIBILITY	Plan is reviewed and updated by OC Managers and Supervisors. Plan is shared, taught and put into practice by all OC staff and Clients
RISK ASSESSMENT	RISK IS LOW currently in the absence of multiple clients who remain sheltered at home. Risk may increase as more clients are released to return to program providers
TYPES OF RISK	CONTACT WITH EQUIPMENT, TOOLS, SURFACES THAT ARE FREQUENTLY USED BY OTHERS PRIOR TO CLEANING/SANITIZING. FAILURE TO ADHERE TO SOCIAL DISTANCING RECOMMENDATIONS AND HAVING CLOSE CONTACT WITH OTHERS IN THE IMMEDIATE WORK AREAS, INFREQUENT HAND WASHING AND RISK OF EXPOSURE DUE TO NOT USING PPE CORRECTLY (GLOVES, FACE COVERINGS, SANITIZING/CLEANING OF TOOLS AND EQUIPMENT). SOME TASKS REQUIRE SHORT DURATION CLOSE CONTACT (LIFTING, TRANSPORTATION, ASSISTANCE WITH EQUIPMENT)

CONTENTS OF PLAN		
<input type="checkbox"/>	<p>GENERAL TRAINING</p> <p><i>SECTOR TRAINING</i></p>	<p>ALL STAFF AND CLIENTS WILL RECEIVE TRAINING ON THIS WORKPLAN, HANDWASHING, SPREAD OF COVID19, ACCESS AND USE OF PROTECTIVE EQUIPMENT AND SUPPLIES, ACCESS AND USE OF CLEANER/DISINFECTANT, ACCESS AND USE OF CURRENT LOCAL AUTHORITY RECOMMENDATIONS FOR COVID19 PRECAUTIONARY MEASURES</p> <p><i>ALL STAFF WILL RECEIVE TRAINING ON SPECIFIC WORKPLANS RELATED TO SERVICE SECTORS WE PROVIDE.</i></p>
<input type="checkbox"/>	COMPLIANCE	<p>SUPERVISORS AND LEADS ARE RESPONSIBLE FOR ENSURING COMPLIANCE WITH SERVICES UNDER THEIR AUTHORITY. SUPERVISORS WILL CONSULT WITH LOCAL AUTHORITY RECOMMENDATIONS, STAKEHOLDER FEEDBACK AND MANAGEMENT TO DETERMINE IF CORRECTIONS, MODIFICATIONS OR ALTERNATIVES ARE APPROPRIATE.</p> <p>STAFF ARE RESPONSIBLE FOR THEIR COMPLIANCE TO THE WORKSITE PLAN FOR SERVICE PROVIDED. STAFF ARE RESPONSIBLE FOR MONITORING CLIENT COMPLIANCE TO THE WORKSITE PLAN FOR SERVICE PROVIDED.</p> <p>CLIENTS ARE RESPONSIBLE FOR THEIR COMPLIANCE TO THE WORKSITE PLAN FOR SERVICE PROVIDED.</p>
<input type="checkbox"/>	COVID INVESTIGATIONS	The DIRECT point of contact to report COVID illness, suspected COVID illness and exposure to active COVID persons is your immediate Supervisor. Your Supervisor will inform Support Services and follow instructions provided by Support Services

TRAINING TOPICS

ALL STAFF AND CLIENTS WILL RECEIVE TRAINING FOR

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PHYSICAL DISTANCING

- USE OF BARRIERS AND/OR VISUAL CUES TO IDENTIFY SIX FEET OF SOCIAL DISTANCE IN SHARED WORK AREAS.
- USE OF PHYSICAL BARRIERS FOR TASKS/AREAS IN WHICH APPROPRIATE SOCIAL DISTANCING IS CHALLENGING.
- LIMIT THE NUMBER OF OCCUPANTS IN SPACES

COVID19 LITTER ABATEMENT SERVICES WORKSITE PRECAUTION PLAN

ALL LOCATIONS – GENERAL LITTER ABATEMENT WORK TASKS	
IMPLEMENTATION RESPONSIBILITY	Plan is reviewed and updated by OC Managers and Supervisors. Plan is shared, taught and put into practice by all OC staff and Clients
RISK ASSESSMENT	RISK IS LOW currently in the absence of multiple clients who remain sheltered at home. Risk may increase as more clients are released to return to program providers
TYPES OF RISK	CONTACT WITH EQUIPMENT, TOOLS, SURFACES THAT ARE FREQUENTLY USED BY OTHERS PRIOR TO CLEANING/SANITIZING. FAILURE TO ADHERE TO SOCIAL DISTANCING RECCOMENDATIONS AND HAVING CLOSE CONTACT WITH OTHERS IN THE IMMEDIATE WORK AREAS, INFREQUENT HAND WASHING AND RISK OF EXPOSURE DUE TO NOT USING PPE CORRECTLY (GLOVES, FACE COVERINGS, SANITIZING/CLEANING OF TOOLS AND EQUIPMENT). SOME TASKS REQUIRE SHOR DURATION CLOSE CONTACT (LIFTING, TRANSPORTATION, ASSISTANCE WITH EQUIPMENT)

CONTENTS OF PLAN		
<input type="checkbox"/>	<p>GENERAL TRAINING</p> <p><i>SECTOR TRAINING</i></p>	<p>ALL STAFF AND CLIENTS WILL RECEIVE TRAINING ON THIS WORKPLAN, HANDWASHING, SPREAD OF COVID19, ACCESS AND USE OF PROTECTIVE EQUIPMENT AND SUPLLIES, ACCESS AND USE OF CLEANER/DISINFECTANT, ACCESS AND USE OF CURRENT LOCAL AUTHORITY RECCOMENDATIONS FOR COVID19 PRECAUTIONARY MEASURES</p> <p><i>ALL STAFF WILL RECEIVE TRAINING ON SPECIFC WORKPLANS RELATED TO SERVICE SECTORS WE PROVIDE.</i></p>
<input type="checkbox"/>	COMPLIANCE	<p>SUPERVISORS AND LEADS ARE RESPONSIBLE FOR ENSURING COMPLIANCE WITH SERVICES UNDER THEIR AUTHORITY. SUPERVISORS WILL CONSULT WITH LOCAL AUTHORITY RECCOMENDATIONS, STAKEHOLDER FEEDBACK AND MANAGEMENT TO DETERIMINE IF CORRECTIONS, MODIFICATIONS OR ALTERNATIVES ARE APPROPRIATE.</p> <p>STAFF ARE RESPONSIBLE FOR THEIR COMPLIANCE TO THE WORKSITE PLAN FOR SERVICE PROVIDED. STAFF ARE RESPONSIBLE FOR MONITORING CLIENT COMPLIANCE TO THE WORKSITE PLAN FOR SERVICE PROVIDED.</p>

		CLIENTS ARE RESPONSIBLE FOR THEIR COMPLIANCE TO THE WORKSITE PLAN FOR SERVICE PROVIDED.
<input type="checkbox"/>	COVID INVESTIGATIONS	The DIRECT point of contact to report COVID Illness, suspected COVID illness and exposure to active COVID persons is your immediate Supervisor. Your Supervisor will inform Support Services and follow instructions provided by Support Services

TRAINING TOPICS

ALL STAFF AND CLIENTS WILL RECEIVE TRAINING FOR

- COVID-19, PREVENTING SPREAD, AT RISK POPULATIONS
- SELF SCREENING AT HOME
- STAYING HOME WHEN ILL
- WHEN TO SEEK MEDICAL ATTENTION
- HANDWASHING
- SOCIAL DISTANCING AT WORK AND OFF WORK
- PROPER USE OF PPE (GLOVES, FACE COVERINGS, PHYSICAL BARRIERS)
- PRECAUTIONS TO TAKE WHEN SOCIAL DISTANCING CANNOT BE MAINTAINED TO COMPLETE A TASK (LIFTING, ASSISTING WITH EQUIPMENT)- FOR TRANSPORTATION *SEE WORKSITE PLAN FOR TRANSPORTATION*

BEHAVIORAL CONTROL MEASURES AND SCREENING

- SYMPTOM SCREENING UPON ENTRY FOR STAFF, CLIENTS AND PUBLIC
- SELF SCREENING AT HOME
- REQUIRING THOSE WHO ARE SICK OR SHOWING COVID SYMPTOMS TO STAY HOME
- SOCIAL DISTANCING AT WORK AND OFF WORK
- PROVIDE GLOVES TO WORKERS USING CLEANSERS/DISINFECTANTS, PROVIDING SYMPTOM SCREENING OR USING SHARED EQUIPMENT/WORK AREAS
- INCREASE SOCIAL DISTANCES BETWEEN TABLES, CHAIRS, WORK AREAS, BREAK AREAS. USE BARRICADES OR CLOSE AREAS AS NEEDED.
- USE OF FACE COVERINGS AS DIRECTED BY FEDERAL, STATE and LOCAL AUTHORITIES AND COMMUNICATING EXPECTATIONS TO STAFF, CLIENTS and VISITORS
- CLEANING AND DISINFECTING OF SHARED EQUIPMENT PRIOR TO USE (VACCUMS, CADDIES, SPRAY BOTTLES, MOP HANDLES, MOP BUCKETS, DUSTERS, ETC.)
- USING PPE AND FREQUENTLY CHANGING GLOVES/FACE COVERINGS AS APPROPRIATE
- FREQUENT HANDWASHING
 - IMMEDIATELY BEFORE PUTTING ON GLOVES
 - IMMEDIATELY AFTER TAKING GLOVES OFF
 - BEFORE BREAKS AND AFTER BREAKS
 - BEFORE & AFTER TOUCHING FACE
 - AT START OF SHIFT
 - AT END OF SHIFTFREQUENTLY THROUGHOUT SHIFT

CLEANING AND DISINFECTING

- CLEANING OF VEHICLES, TOOLS AND SHARED EQUIPMENT BETWEEN SHIFTS OR USERS WHICHEVER IS MORE FREQUENT.
- HANDWASHING STATIONS ARE CLOSE BY AND UTILIZED, SANITIZER IS AVAILABLE WHEREVER HANDWASHING STATIONS ARE NOT ACCESSIBLE NEARBY
- ENSURE SANITATION SUPPLIES AND PRODUCTS ARE STOCKED
- ENSURE DISINFECTANTS USED ARE EPA APPROVED FOR USE AGAINST COVID19
- ALLOW TIME FOR STAFF AND CLIENTS TO CLEAN AND DISINFECT TOOLS AND EQUIPEMENT
- OPEN WINDOWS IN OCCUPIED AREAS WHEREVER FEASIBLE TO INCREASE VENTILATION WHILE OCCUPIED

PHYSICAL DISTANCING

- USE OF BARRIERS AND/OR VISUAL CUES TO IDENTIFY SIX FEET OF SOCIAL DISTANCE IN SHARED WORK AREAS.
- USE OF PHYSICAL BARRIERS FOR TASKS/AREAS IN WHICH APPROPRIATE SOCIAL DISTANCING IS CHALLENGING.
- LIMIT THE NUMBER OF OCCUPANTS IN SPACES

COVID-19 MAILROOM WORKSITE PRECAUTION PLAN

ALL LOCATIONS – MAILROOM SERVICES	
IMPLEMENTATION RESPONSIBILITY	Plan is reviewed and updated by OC Managers and Supervisors. Plan is shared, taught and put into practice by all OC staff and Clients
RISK ASSESSMENT	RISK IS LOW currently in the absence of multiple clients who remain sheltered at home. Risk may increase as more clients are released to return to program providers
TYPES OF RISK	CONTACT WITH EQUIPMENT, TOOLS, SURFACES THAT ARE FREQUENTLY USED BY OTHERS PRIOR TO CLEANING/SANITIZING. FAILURE TO ADHERE TO SOCIAL DISTANCING RECCOMENDATIONS AND HAVING CLOSE CONTACT WITH OTHERS IN THE IMMEDIATE WORK AREAS, INFREQUENT HAND WASHING AND RISK OF EXPOSURE DUE TO NOT USING Personal Protective Equipment (PPE) CORRECTLY (GLOVES, FACE COVERINGS, SANITIZING/CLEANING OF TOOLS AND EQUIPMENT). SOME TASKS REQUIRE SHORT DURATION CLOSE CONTACT (LIFTING, TRANSPORTATION, ASSISTANCE WITH EQUIPMENT)

CONTENTS OF PLAN		
<input type="checkbox"/>	GENERAL TRAINING	ALL STAFF AND CLIENTS WILL RECEIVE TRAINING ON THIS WORKPLAN, HANDWASHING, SPREAD OF COVID-19, ACCESS AND USE OF PPE AND SUPPLIES, ACCESS AND USE OF CLEANER/DISINFECTANT, ACCESS AND USE OF CURRENT LOCAL AUTHORITY RECCOMENDATIONS FOR COVID-19 PRECAUTIONARY MEASURES
	SECTOR TRAINING	<i>ALL STAFF WILL RECEIVE TRAINING ON SPECIFIC WORKPLANS RELATED TO SERVICE SECTORS WE PROVIDE.</i>
<input type="checkbox"/>	COMPLIANCE	SUPERVISORS AND LEADS ARE RESPONSIBLE FOR ENSURING COMPLIANCE WITH SERVICES UNDER THEIR AUTHORITY. SUPERVISORS WILL CONSULT WITH LOCAL AUTHORITY RECOMMENDATIONS, STAKEHOLDER FEEDBACK AND MANAGEMENT TO DETERMINE IF CORRECTIONS, MODIFICATIONS OR ALTERNATIVES ARE APPROPRIATE. STAFF ARE RESPONSIBLE FOR THEIR COMPLIANCE TO THE WORKSITE PLAN FOR SERVICE PROVIDED. STAFF ARE RESPONSIBLE FOR

		<p>MONITORING CLIENT COMPLIANCE TO THE WORKSITE PLAN FOR SERVICE PROVIDED.</p> <p>CLIENTS ARE RESPONSIBLE FOR THEIR COMPLIANCE TO THE WORKSITE PLAN FOR SERVICE PROVIDED.</p>
<input type="checkbox"/>	COVID INVESTIGATIONS	The DIRECT point of contact to report COVID illness, suspected COVID illness and exposure to active COVID persons is your immediate Supervisor. Your Supervisor will inform Support Services and follow instructions provided by Support Services.

TRAINING TOPICS

ALL STAFF AND CLIENTS WILL RECEIVE TRAINING FOR

- COVID-19, PREVENTING SPREAD, AT RISK POPULATIONS
- SELF SCREENING AT HOME
- STAYING HOME WHEN ILL
- WHEN TO SEEK MEDICAL ATTENTION
- HANDWASHING
- SOCIAL DISTANCING AT WORK AND OFF WORK
- PROPER USE OF PPE (GLOVES, FACE COVERINGS, PHYSICAL BARRIERS)
- PRECAUTIONS TO TAKE WHEN SOCIAL DISTANCING CANNOT BE MAINTAINED TO COMPLETE A TASK (LIFTING, ASSISTING WITH EQUIPMENT)- FOR TRANSPORTATION *SEE WORKSITE PLAN FOR TRANSPORTATION*

BEHAVIORAL CONTROL MEASURES AND SCREENING

- SYMPTOM SCREENING UPON ENTRY FOR STAFF, CLIENTS AND PUBLIC
 - SELF SCREENING AT HOME
 - REQUIRING THOSE WHO ARE SICK OR SHOWING COVID SYMPTOMS TO STAY HOME
 - SOCIAL DISTANCING AT WORK AND OFF WORK
 - PROVIDE GLOVES TO WORKERS USING CLEANSERS/DISINFECTANTS, PROVIDING SYMPTOM SCREENING OR USING SHARED EQUIPMENT/WORK AREAS
 - INCREASE SOCIAL DISTANCES BETWEEN TABLES, CHAIRS, WORK AREAS, BREAK AREAS. USE BARRICADES OR CLOSE AREAS AS NEEDED.
 - USE OF FACE COVERINGS AS DIRECTED BY FEDERAL, STATE and LOCAL AUTHORITIES AND COMMUNICATING EXPECTATIONS TO STAFF, CLIENTS and VISITORS
 - CLEANING AND DISINFECTING OF SHARED EQUIPMENT PRIOR TO USE (VACCUMS, CADDIES, SPRAY BOTTLES, MOP HANDLES, MOP BUCKETS, DUSTERS, ETC.)
 - USING PPE AND FREQUENTLY CHANGING GLOVES/FACE COVERINGS AS APPROPRIATE
 - FREQUENT HANDWASHING
 - IMMEDIATELY BEFORE PUTTING ON GLOVES
 - IMMEDIATELY AFTER TAKING GLOVES OFF
 - BEFORE BREAKS AND AFTER BREAKS
 - BEFORE & AFTER TOUCHING FACE
 - AT START OF SHIFT
 - AT END OF SHIFT
- FREQUENTLY THROUGHOUT SHIFT

CLEANING AND DISINFECTING

- CLEANING OF VEHICLES, TOOLS AND SHARED EQUIPMENT BETWEEN SHIFTS OR USERS, WHICHEVER IS MORE FREQUENT.
- HANDWASHING STATIONS ARE CLOSE BY AND UTILIZED
- SANITIZER IS AVAILABLE WHEREVER HANDWASHING STATIONS ARE NOT ACCESSIBLE NEARBY
- ENSURE SANITATION SUPPLIES AND PRODUCTS ARE STOCKED
- ENSURE DISINFECTANTS USED ARE EPA APPROVED FOR USE AGAINST COVID-19
- ALLOW TIME FOR STAFF AND CLIENTS TO CLEAN AND DISINFECT TOOLS AND EQUIPMENT
- OPEN WINDOWS IN OCCUPIED AREAS, WHEREVER FEASIBLE, TO INCREASE VENTILATION

PHYSICAL DISTANCING

- PRACTICE “CONTACTLESS DELIVERIES” FOR BOTH RECEIVING AND SENDING OF DELIVERIES WHEREVER POSSIBLE. MAINTAIN 6 FEET SOCIAL DISTANCES FROM OTHERS WHILE DELIVERING OR TAKING DELIVERIES.
- LIMIT CONTACT TO FREQUENTLY TOUCHED SURFACES AND EQUIPMENT (DOOR HANDLES, DOORBELLS). USE FOOT, ELBOW, HIP, WHEN OPENING DOORS WHENEVER POSSIBLE.
- AVOID USING SHARED SCANNERS, PENS OR OTHER TOOLS WITH CUSTOMERS.
- USE OF BARRIERS AND/OR VISUAL CUES TO IDENTIFY SIX FEET OF SOCIAL DISTANCE IN SHARED WORK AREAS.
- USE OF PHYSICAL BARRIERS FOR TASKS/AREAS IN WHICH APPROPRIATE SOCIAL DISTANCING IS CHALLENGING.
- LIMIT THE NUMBER OF OCCUPANTS IN SPACES.
- POSTING OF SIGNAGE TO COMMUNICATE OCCUPANCY LIMITS OF WORK SPACES.
- RECONFIGURE WORK AREAS TO DECREASE OCCUPANCY AS APPROPRIATE TO MAINTAIN SOCIAL DISTANCES.
- UTILIZE REMOTE WORK AND MODIFIED WORK SCHEDULES, AS APPROPRIATE, TO LIMIT OCCUPANCY OF SPACES.
- USE OF BARRIERS, FLOOR MARKINGS AND OR VISUAL CUES TO IDENTIFY SIX FEET OF SOCIAL DISTANCE IN SHARED WORK AREAS.

COVID19 RECYCLING SERVICES WORKSITE PRECAUTION PLAN

ALL LOCATIONS – GENERAL RECYCLE WORK TASKS	
IMPLEMENTATION RESPONSIBILITY	Plan is reviewed and updated by OC Managers and Supervisors. Plan is shared, taught and put into practice by all OC staff and Clients
RISK ASSESSMENT	RISK IS LOW TO MODERATE currently in the absence of high numbers of COVID 19 Active cases within the community and multiple clients who remain sheltered at home. Risk may increase as COVID active cases increase in the community and/or increases in the number of clients and staff assigned to the work area.
TYPES OF RISK	CONTACT WITH EQUIPMENT, TOOLS, SURFACES THAT ARE FREQUENTLY USED BY OTHERS PRIOR TO CLEANING/SANITIZING. CONTACT WITH MATERIAL BEING SORTED THAT POTENTIALLY COULD HAVE ACTIVE COVID VIRUS CONTAMINATION COMBINED WITH A FAILURE TO ADHERE TO PRECAUTIONS WHICH INCLUDE SOCIAL DISTANCING, INADEQUATE HAND WASHING AND NOT USING PPE CORRECTLY (GLOVES, FACE COVERINGS, SANITIZING/CLEANING OF TOOLS AND EQUIPMENT). SOME TASKS REQUIRE SHORT DURATIONS CLOSE CONTACT (LIFTING, TRANSPORTATION, ASSISTANCE WITH EQUIPMENT)

CONTENTS OF PLAN		
<input type="checkbox"/>	GENERAL TRAINING	ALL STAFF AND CLIENTS WILL RECEIVE TRAINING ON THIS WORKPLAN, HANDWASHING, SPREAD OF COVID19, ACCESS AND USE OF PROTECTIVE EQUIPMENT AND SUPPLIES, ACCESS AND USE OF CLEANER/DISINFECTANT, ACCESS AND USE OF CURRENT LOCAL AUTHORITY RECOMMENDATIONS FOR COVID19 PRECAUTIONARY MEASURES
	<i>SECTOR TRAINING</i>	<i>ALL STAFF WILL RECEIVE TRAINING ON SPECIFIC WORKPLANS RELATED TO SERVICE SECTORS WE PROVIDE.</i>
<input type="checkbox"/>	COMPLIANCE	SUPERVISORS AND LEADS ARE RESPONSIBLE FOR ENSURING COMPLIANCE WITH SERVICES UNDER THEIR AUTHORITY. SUPERVISORS WILL CONSULT WITH LOCAL AUTHORITY RECOMMENDATIONS,

		<p>STAKEHOLDER FEEDBACK AND MANAGEMENT TO DETERMINE IF CORRECTIONS, MODIFICATIONS OR ALTERNATIVES ARE APPROPRIATE.</p> <p>STAFF ARE RESPONSIBLE FOR THEIR COMPLIANCE TO THE WORKSITE PLAN FOR SERVICE PROVIDED. STAFF ARE RESPONSIBLE FOR MONITORING CLIENT COMPLIANCE TO THE WORKSITE PLAN FOR SERVICE PROVIDED.</p> <p>CLIENTS ARE RESPONSIBLE FOR THEIR COMPLIANCE TO THE WORKSITE PLAN FOR SERVICE PROVIDED.</p>
<input type="checkbox"/>	COVID INVESTIGATIONS	The DIRECT point of contact to report COVID illness, suspected COVID illness and exposure to active COVID persons is your immediate Supervisor. Your Supervisor will inform Support Services and follow instructions provided by Support Services

TRAINING TOPICS

ALL STAFF AND CLIENTS WILL RECEIVE TRAINING FOR

- COVID-19, PREVENTING SPREAD, AT RISK POPULATIONS
- SELF SCREENING AT HOME
- STAYING HOME WHEN ILL
- WHEN TO SEEK MEDICAL ATTENTION
- HANDWASHING
- SOCIAL DISTANCING AT WORK AND OFF WORK
- PROPER USE OF PPE (GLOVES, FACE COVERINGS, PHYSICAL BARRIERS)
- PRECAUTIONS TO TAKE WHEN SOCIAL DISTANCING CANNOT BE MAINTAINED TO COMPLETE A TASK (LIFTING, ASSISTING WITH EQUIPMENT)- FOR TRANSPORTATION *SEE WORKSITE PLAN FOR TRANSPORTATION*

BEHAVIORAL CONTROL MEASURES AND SCREENING

- SYMPTOM SCREENING UPON ENTRY FOR STAFF, CLIENTS AND PUBLIC
- SELF SCREENING AT HOME
- REQUIRING THOSE WHO ARE SICK OR SHOWING COVID SYMPTOMS TO STAY HOME
- SOCIAL DISTANCING AT WORK AND OFF WORK
- PROVIDE GLOVES TO WORKERS USING CLEANSERS/DISINFECTANTS, PROVIDING SYMPTOM SCREENING OR USING SHARED EQUIPMENT/WORK AREAS
- INCREASE SOCIAL DISTANCES BETWEEN TABLES, CHAIRS, WORK AREAS, BREAK AREAS. USE BARRICADES OR CLOSE AREAS AS NEEDED.
- USE OF FACE COVERINGS AS DIRECTED BY FEDERAL, STATE and LOCAL AUTHORITIES AND COMMUNICATING EXPECTATIONS TO STAFF, CLIENTS and VISITORS
- CLEANING AND DISINFECTING OF SHARED EQUIPMENT PRIOR TO USE (VACCUMS, CADDIES, SPRAY BOTTLES, MOP HANDLES, MOP BUCKETS, DUSTERS, ETC.)
- USING PPE AND FREQUENTLY CHANGING GLOVES/FACE COVERINGS AS APPROPRIATE
- FREQUENT HANDWASHING
 - IMMEDIATELY BEFORE PUTTING ON GLOVES
 - IMMEDIATELY AFTER TAKING GLOVES OFF
 - BEFORE BREAKS AND AFTER BREAKS
 - BEFORE & AFTER TOUCHING FACE
 - AT START OF SHIFT
 - AT END OF SHIFT
 - FREQUENTLY THROUGHOUT SHIFT

CLEANING AND DISINFECTING

- CLEANING OF VEHICLES, TOOLS AND SHARED EQUIPMENT BETWEEN SHIFTS OR USERS WHICHEVER IS MORE FREQUENT.
- HANDWASHING STATIONS ARE CLOSE BY AND UTILIZED, SANITIZER IS AVAILABLE WHEREVER HANDWASHING STATIONS ARE NOT ACCESSIBLE NEARBY
- ENSURE SANITATION SUPPLIES AND PRODUCTS ARE STOCKED
- ENSURE DISINFECTANTS USED ARE EPA APPROVED FOR USE AGAINST COVID19
- ALLOW TIME FOR STAFF AND CLIENTS TO CLEAN AND DISINFECT TOOLS AND EQUIPEMENT
- OPEN WINDOWS IN OCCUPIED AREAS WHEREVER FEASIBLE TO INCREASE VENTILATION WHILE OCCUPIED
- CLEANING BOOTS AND CLOTHES AT THE END OF EACH SHIFT
- CLEANING FACE COVERINGS THAT ARE WASHABLE
- DISINFECTING NON-DISPOSABLE GLOVES DAILY, WEARING DISPOSABLE GLOVE LINERS WITH NON-DISPOSABLE GLOVES

PHYSICAL DISTANCING

- USE OF BARRIERS AND/OR VISUAL CUES TO IDENTIFY SIX FEET OF SOCIAL DISTANCE IN SHARED WORK AREAS.
- USE OF PHYSICAL BARRIERS FOR TASKS/AREAS IN WHICH APPROPRIATE SOCIAL DISTANCING IS CHALLENGING.
- LIMIT THE NUMBER OF OCCUPANTS IN SPACES
- DECREASED OCCUPANCY IN WORKSPACES AND IN BREAK AREAS TO ENSURE SOCIAL DISTANCING.
- REMOVAL OF CHAIRS IN BREAKROOMS AND OFFICES THAT ARE NOT COMPLIANT WITH SOCIAL DISTANCING RECOMMENDATIONS.

Shasta County Opportunity Center

COVID19 REST AREA SERVICES WORKSITE PRECAUTION PLAN

ALL LOCATIONS – GENERAL REST AREA (SRRA) CALTRANS WORK TASKS	
IMPLEMENTATION RESPONSIBILITY	Plan is reviewed and updated by OC Managers and Supervisors. Plan is shared, taught and put into practice by all OC staff and Clients
RISK ASSESSMENT	RISK IS LOW currently in the absence of multiple clients who remain sheltered at home. Risk may increase as more clients are released to return to program providers
TYPES OF RISK	CONTACT WITH EQUIPMENT, TOOLS, SURFACES THAT ARE FREQUENTLY USED BY OTHERS PRIOR TO CLEANING/SANITIZING. FAILURE TO ADHERE TO SOCIAL DISTANCING RECCOMENDATIONS AND HAVING CLOSE CONTACT WITH OTHERS IN THE IMMEDIATE WORK AREAS, INFREQUENT HAND WASHING AND RISK OF EXPOSURE DUE TO NOT USING PPE CORRECTLY (GLOVES, FACE COVERINGS, SANITIZING/CLEANING OF TOOLS AND EQUIPMENT). SOME TASKS REQUIRE SHOR DURATION CLOSE CONTACT (LIFTING, TRANSPORTATION, ASSISTANCE WITH EQUIPMENT)

CONTENTS OF PLAN		
<input type="checkbox"/>	GENERAL TRAINING	ALL STAFF AND CLIENTS WILL RECEIVE TRAINING ON THIS WORKPLAN, HANDWASHING, SPREAD OF COVID19, ACCESS AND USE OF PROTECTIVE EQUIPMENT AND SUPPLIES, ACCESS AND USE OF CLEANER/DISINFECTANT, ACCESS AND USE OF CURRENT LOCAL AUTHORITY RECCOMENDATIONS FOR COVID19 PRECAUTIONARY MEASURES
	<i>SECTOR TRAINING</i>	<i>ALL STAFF WILL RECEIVE TRAINING ON SPECIFC WORKPLANS RELATED TO SERVICE SECTORS WE PROVIDE.</i>
<input type="checkbox"/>	COMPLIANCE	SUPERVISORS AND LEADS ARE RESPONSIBLE FOR ENSURING COMPLIANCE WITH SERVICES UNDER THEIR AUTHORITY. SUPERVISORS WILL CONSULT WITH LOCAL AUTHORITY RECCOMENDATIONS, STAKEHOLDER FEEDBACK AND MANAGEMENT TO DETERIMINE IF CORRECTIONS, MODIFICATIONS OR ALTERNATIVES ARE APPROPRIATE.

		<p>STAFF ARE RESPONSIBLE FOR THEIR COMPLIANCE TO THE WORKSITE PLAN FOR SERVICE PROVIDED. STAFF ARE RESPONSIBLE FOR MONITORING CLIENT COMPLIANCE TO THE WORKSITE PLAN FOR SERVICE PROVIDED.</p> <p>CLIENTS ARE RESPONSIBLE FOR THEIR COMPLIANCE TO THE WORKSITE PLAN FOR SERVICE PROVIDED.</p>
<input type="checkbox"/>	COVID INVESTIGATIONS	The DIRECT point of contact to report COVID Illness, suspected COVID illness and exposure to active COVID persons is your immediate Supervisor. Your Supervisor will inform Support Services and follow instructions provided by Support Services

TRAINING TOPICS

ALL STAFF AND CLIENTS WILL RECEIVE TRAINING FOR

- COVID-19, PREVENTING SPREAD, AT RISK POPULATIONS
- SELF SCREENING AT HOME
- STAYING HOME WHEN ILL
- WHEN TO SEEK MEDICAL ATTENTION
- HANDWASHING
- SOCIAL DISTANCING AT WORK AND OFF WORK
- PROPER USE OF PPE (GLOVES, FACE COVERINGS, PHYSICAL BARRIERS)
- PRECAUTIONS TO TAKE WHEN SOCIAL DISTANCING CANNOT BE MAINTAINED TO COMPLETE A TASK (LIFTING, ASSISTING WITH EQUIPMENT)- FOR TRANSPORTATION *SEE WORKSITE PLAN FOR TRANSPORTATION*

BEHAVIORAL CONTROL MEASURES AND SCREENING

- SYMPTOM SCREENING UPON ENTRY FOR STAFF, CLIENTS AND PUBLIC
- SELF SCREENING AT HOME
- REQUIRING THOSE WHO ARE SICK OR SHOWING COVID SYMPTOMS TO STAY HOME
- SOCIAL DISTANCING AT WORK AND OFF WORK
- PROVIDE GLOVES TO WORKERS USING CLEANSERS/DISINFECTANTS, PROVIDING SYMPTOM SCREENING OR USING SHARED EQUIPMENT/WORK AREAS
- INCREASE SOCIAL DISTANCES BETWEEN TABLES, CHAIRS, WORK AREAS, BREAK AREAS. USE BARRICADES OR CLOSE AREAS AS NEEDED.
- USE OF FACE COVERINGS AS DIRECTED BY FEDERAL, STATE and LOCAL AUTHORITIES AND COMMUNICATING EXPECTATIONS TO STAFF, CLIENTS and VISITORS
- CLEANING AND DISINFECTING OF SHARED EQUIPMENT PRIOR TO USE (VACCUMS, CADDIES, SPRAY BOTTLES, MOP HANDLES, MOP BUCKETS, DUSTERS, ETC.)
- USING PPE AND FREQUENTLY CHANGING GLOVES/FACE COVERINGS AS APPROPRIATE
- FREQUENT HANDWASHING
 - IMMEDIATELY BEFORE PUTTING ON GLOVES
 - IMMEDIATELY AFTER TAKING GLOVES OFF
 - BEFORE BREAKS AND AFTER BREAKS
 - BEFORE & AFTER TOUCHING FACE
 - AT START OF SHIFT
 - AT END OF SHIFT

FREQUENTLY THROUGHOUT SHIFT

CLEANING AND DISINFECTING

- CLEANING OF VEHICLES, TOOLS AND SHARED EQUIPMENT BETWEEN SHIFTS OR USERS WHICHEVER IS MORE FREQUENT.
- HANDWASHING STATIONS ARE CLOSE BY AND UTILIZED, SANITIZER IS AVAILABLE WHEREVER HANDWASHING STATIONS ARE NOT ACCESSIBLE NEARBY
- ENSURE SANITATION SUPPLIES AND PRODUCTS ARE STOCKED
- ENSURE DISINFECTANTS USED ARE EPA APPROVED FOR USE AGAINST COVID19
- ALLOW TIME FOR STAFF AND CLIENTS TO CLEAN AND DISINFECT TOOLS AND EQUIPEMENT
- OPEN WINDOWS IN OCCUPIED AREAS WHEREVER FEASIBLE TO INCREASE VENTILATION WHILE OCCUPIED

COVID19 TRANSPORTATION SERVICES WORKSITE PRECAUTION PLAN

ALL LOCATIONS – TRANSPORTATION PRECAUTIONS PLAN	
IMPLEMENTATION RESPONSIBILITY	Plan is reviewed and updated by OC Managers and Supervisors. Plan is shared, taught and put into practice by all OC staff and Clients
RISK ASSESSMENT	RISK IS LOW currently in the absence of multiple clients who remain sheltered at home. Risk may increase as more clients are released to return to program providers
TYPES OF RISK	CONTACT WITH EQUIPMENT, TOOLS, SURFACES THAT ARE FREQUENTLY USED BY OTHERS PRIOR TO CLEANING/SANITIZING. FAILURE TO ADHERE TO SOCIAL DISTANCING RECCOMENDATIONS AND HAVING CLOSE CONTACT WITH OTHERS IN THE IMMEDIATE WORK AREAS, INFREQUENT HAND WASHING AND RISK OF EXPOSURE DUE TO NOT USING PPE CORRECTLY (GLOVES, FACE COVERINGS, SANITIZING/CLEANING OF TOOLS AND EQUIPMENT). SOME TASKS REQUIRE SHOR DURATION CLOSE CONTACT (LIFTING, TRANSPORTATION, ASSISTANCE WITH EQUIPMENT)

CONTENTS OF PLAN		
<input type="checkbox"/>	<p>GENERAL TRAINING</p> <p><i>SECTOR TRAINING</i></p>	<p>ALL STAFF AND CLIENTS WILL RECEIVE TRAINING ON THIS WORKPLAN, HANDWASHING, SPREAD OF COVID19, ACCESS AND USE OF PROTECTIVE EQUIPMENT AND SUPLLIES, ACCESS AND USE OF CLEANER/DISINFECTANT, ACCESS AND USE OF CURRENT LOCAL AUTHORITY RECCOMENDATIONS FOR COVID19 PRECAUTIONARY MEASURES</p> <p><i>ALL STAFF WILL RECEIVE TRAINING ON SPECIFC WORKPLANS RELATED TO SERVICE SECTORS WE PROVIDE.</i></p>
<input type="checkbox"/>	COMPLIANCE	<p>SUPERVISORS AND LEADS ARE RESPONSIBLE FOR ENSURING COMPLIANCE WITH SERVICES UNDER THEIR AUTHORITY. SUPERVISORS WILL CONSULT WITH LOCAL AUTHORITY RECCOMENDATIONS, STAKEHOLDER FEEDBACK AND MANAGEMENT TO DETERIMINE IF CORRECTIONS,</p>

		<p>MODIFICATIONS OR ALTERNATIVES ARE APPROPRIATE.</p> <p>STAFF ARE RESPONSIBLE FOR THEIR COMPLIANCE TO THE WORKSITE PLAN FOR SERVICE PROVIDED. STAFF ARE RESPONSIBLE FOR MONITORING CLIENT COMPLIANCE TO THE WORKSITE PLAN FOR SERVICE PROVIDED.</p> <p>CLIENTS ARE RESPONSIBLE FOR THEIR COMPLIANCE TO THE WORKSITE PLAN FOR SERVICE PROVIDED.</p>
<input type="checkbox"/>	<p>COVID INVESTIGATIONS</p>	<p>The DIRECT point of contact to report COVID illness, suspected COVID illness and exposure to active COVID persons is your immediate Supervisor. Your Supervisor will inform Support Services and follow instructions provided by Support Services</p>
<p>TRAINING TOPICS</p>		
<p>ALL STAFF AND CLIENTS WILL RECEIVE TRAINING FOR</p> <ul style="list-style-type: none"> • COVID-19, PREVENTING SPREAD, AT RISK POPULATIONS • SELF SCREENING AT HOME • STAYING HOME WHEN ILL • WHEN TO SEEK MEDICAL ATTENTION • HANDWASHING • SOCIAL DISTANCING AT WORK AND OFF WORK • PROPER USE OF PPE (GLOVES, FACE COVERINGS, PHYSICAL BARRIERS) • PRECAUTIONS TO TAKE WHEN SOCIAL DISTANCING CANNOT BE MAINTAINED TO COMPLETE A TASK (LIFTING, ASSISTING WITH EQUIPMENT) 		
<p>BEHAVIORAL CONTROL MEASURES AND SCREENING</p>		

- SYMPTOM SCREENING UPON ENTRY FOR STAFF, CLIENTS AND PUBLIC
- SELF SCREENING AT HOME
- STAYING HOME WHEN ILL OR SHOWING COVID SYMPTOMS
- SOCIAL DISTANCING AT WORK AND OFF WORK
- USE OF PHYSICAL BARRIERS TO ACHIEVE SOCIAL DISTANCING IN CONFINED SPACES THAT LIMIT THE ABILITY TO PROVIDE SOCIAL DISTANCING SUCH AS VEHICLES.
- PROVIDE GLOVES TO WORKERS USING CLEANSERS/DISINFECTANTS, PROVIDING SYMPTOM SCREENING OR USING SHARED EQUIPMENT/WORK AREAS
- INCREASE SOCIAL DISTANCES BETWEEN VEHICLE OCCUPANTS UTILIZING PHYSICAL BARRIERS, FACE COVERING AND OUTSIDE AIR VENTILATION FOR THE ENCLOSED SPACE WHERE SOCIAL DISTANCES ARE LIMITED
- USE OF FACE COVERINGS AS DIRECTED BY FEDERAL, STATE and LOCAL AUTHORITIES AND COMMUNICATING EXPECTATIONS TO STAFF, CLIENTS and VISITORS
- CLEANING AND DISINFECTING OF VEHICLES
- FREQUENT HANDWASHING
 - MAINTAIN HAND SANITIZER ACCESS WITHIN VEHICLES
- OPEN WINDOWS AND UTILIZE OUTSIDE AIR AND NOT INTERNAL AIR RECIRCULATION SETTINGS WITHIN VEHICLES TO INCREASE VENTILATION WHILE OCCUPIED

CLEANING AND DISINFECTING

- CLEANING AND DISINFECTING OF AREAS FREQUENTLY TOUCHED WITHIN VEHICLES BETWEEN EACH SHIFT OR CHANGE OF USER WHICHEVER IS MORE FREQUENT (DRIVER CONTROLS, RADIO/AC CONTROLSS, HANDLES, SWITCHES, SEAT BELTS, LEDGES, PHYSICAL BARRIERS, SEATS)
- HANDWASHING STATIONS ARE CLOSE BY AND UTILIZED, SANITIZER IS AVAILABLE WHEREVER HANDWASHING STATIONS ARE NOT ACCESSIBLE NEARBY
 - MAINTAIN HAND SANITIZER ACCESS WITHIN VEHICLES
- ENSURE SANITATION SUPPLIES AND PRODUCTS ARE STOCKED
- ENSURE DISINFECTANTS USED ARE EPA APPROVED FOR USE AGAINST COVID19
- ALLOW TIME FOR STAFF AND CLIENTS TO CLEAN AND DISINFECT VEHICLES

PHYSICAL DISTANCING

- USE OF PHYSICAL BARRIERS, STAGGERED SEATING. AND ENCOURAGE FACE COVERINGS
- OPEN WINDOWS AND UTILIZE OUTSIDE AIR AND NOT INTERNAL AIR RECIRCULATION SETTINGS WITHIN VEHICLES TO INCREASE VENTILATION WHILE OCCUPIED
- LIMIT NUMBER OF OCCUPANTS