

Office Name and Location: Orange Lutheran High School, 2222 N Santiago Blvd, Orange, Ca 92867  
Prevention Plan Manager: Jeremy Johnston, Chief Operating Officer  
Effective Date: 11/30/2020  
Revision Date: 01/21/2021

## 1. Purpose

- 1.1 This document provides guidance for ORANGE LUTHERAN HIGH SCHOOL operating in workspaces to support a safe, clean environment for employees regarding the current pandemic of COVID-19 and be in compliance with the [California Department of Public Health and Cal/OSHA COVID-19 INDUSTRY GUIDANCE: Office Workspaces](#). The guidance is not intended to revoke or repeal any employee rights, either statutory, regulatory or collectively bargained, and is not exhaustive, as it does not include county health orders, nor is it a substitute for any existing safety and health-related regulatory requirements such as those of Cal/OSHA.
- 1.2 This Worksite-Specific COVID-19 Prevention Plan may be amended as procedures and guidance from the [California Department of Public Health and Cal/OSHA COVID-19 INDUSTRY GUIDANCE: Office Workspaces](#) are changed.

## 2. Worksite-Specific Plan Scope

- 2.1 ORANGE LUTHERAN HIGH SCHOOL shall establish a written, worksite-specific COVID-19 prevention plan and must assign a **Prevention Plan Manager** for each site.
- 2.2 The Prevention Plan Manager is responsible for ensuring that a comprehensive risk assessment of all work areas is performed for the designated office location.

## 3. Responsibilities

### 3.1 **Prevention Plan Manager**

Has the overall responsibility for the implementation, documentation, maintenance, and review of the Prevention Plan at this location. Additional Prevention Plan Manager Responsibilities include ensuring the following:

- A. Train and communicate with all employees and employee representatives on all aspects of the site Prevention Plan.
- B. Conduct prevention plan evaluations of the office workspace to ensure compliance with the plan, ensure all protocols are in place and being enforced.
- C. Ask any employee, subcontractor, or vendor who is observed not following these ORANGE LUTHERAN HIGH SCHOOL safety measures to leave the site immediately and make proper follow-up notifications.
- D. Document and correct any deficiencies identified during prevention plan evaluations or upon notification or observance of any recognized deficiencies.
- E. Investigate all COVID-19 illnesses upon notification to determine and identify work-related factors that may have contributed to the infection.
- F. Update the plan as needed to mitigate potential exposures following the investigation effort.
- G. Implement corrective steps when physical distancing is not possible and potentially exposes employees for 15 or more minutes or employees come into contact or close proximity (within 6 feet) of infected employees or persons.
- H. Ensure all employees are temperature screened before entering campus. All temperature records are kept confidential and are housed in Human Resources. -

- I. Ensure all ORANGE LUTHERAN HIGH SCHOOL employees, sub-contractors, vendors or anybody else making contact at ORANGE LUTHERAN HIGH SCHOOL, 2222 N. Santiago Blvd, Orange, CA, checked in daily.
- J. Designate separate routes for entry and exit into office spaces to help maintain social distancing and lessen the instances of people closely passing each other.
- K. Discontinue nonessential and non-critical activities.
- L. Discontinue nonessential travel.

### 3.2 **Managers and Supervisors**

- A. Implement the policy with their staff.
- B. Collect a copy of each employee's Daily Assessment or Self-Screening log form and forward to the Office of Human Resources.
- C. Require sick workers/employees – and those displaying flu-like symptoms – to stay home. (“Worker/Employee” means worker or employee for the ORANGE LUTHERAN HIGH SCHOOL subcontractors, designers, consultants, etc.)
- D. Send employees home immediately who show signs and symptoms of flu-like or acute respiratory illness symptoms (see section 5, Appendix A and D).
- E. Ensure hand sanitizer and appropriate protective gloves are made available throughout each site and office, as necessary.
- F. Encourage respiratory etiquette, including covering mouth and or nose when coughing and/or sneezing. Cover the mouth and nose with a tissue. If a tissue is not immediately available cough or sneeze into your sleeve, not your hands.
- G. Post additional signage throughout office location and work areas to raise awareness.
- H. Minimize the number of employees working within a certain area of a **(6 feet of physical distance to be maintained at all times)**.
- I. Use daily task analysis or job hazard analysis forms to communicate the seriousness of this situation and the protection measures necessary.
- J. Ensure employees don't share tools or work areas; if this takes place, ensure the tools/areas are disinfected after use.
- K. Ensure routine cleaning of frequently touched surfaces including the following: door handles, elevator buttons, all surfaces, equipment, and tool handles.
- L. Stagger schedules to minimize the number of employees working within certain areas.
- M. Stagger break and lunch time to avoid employees from gathering in one location.
- N. Meetings to be call-in/video conference as opposed to “in-person” meetings wherever possible; this includes both office and field meetings. Any meeting or training session attended by employees must provide for **physical distancing of 6 feet**.
- O. Eliminate gathering of more than 10 people, including: breaks, lunch, and meetings. If call-in/video meeting is not feasible and more than ten employees are involved in a meeting, procedures must be followed to minimize contact.
  - a. Seats placed at least 6 feet apart in all directions.
  - b. Hand wipes are provided
  - c. Handwashing will be encouraged and sanitizer will be provided.
  - d. Masks are available and will be required while inside the building.
- P. Rotate work schedules where appropriate and possible. Appropriate schedules could include:
  - a. Staggered start and ending times
  - b. AM/PM schedule
  - c. Alternating days
- Q. Eliminate physical greetings such as a handshake or hug.
- R. Encourage personnel to use the stairs, not the elevator unless personal health or disability prohibits the practice.
- S. Limit the number of individuals riding in an elevator and ensure the use of face coverings. Post signage regarding these policies.

- T. Implement measures to ensure physical distancing of at least six feet between workers and customers. This can include use of physical partitions or visual cues (e.g., floor markings or signs to indicate to where employees should stand).
- U. Redesign office spaces, cubicles, etc. and decrease the capacity for conference and meeting to ensure workspaces allow for six feet between employees.
- V. Close or restrict common areas, using barriers, or increasing physical distance between tables/chairs where personnel are likely to congregate and interact, such as kitchenettes and break rooms, and discourage employees from congregating in high traffic areas such as bathrooms, hallways, and stairwells.
- W. Establish directional hallways and passageways for foot traffic, if possible, to eliminate employees from passing by one another.
- X. Dedicate staff to direct guests to meeting rooms upon entry to office space rather than congregating in lobbies or common areas.

### 3.3 Employees

- A. Follow all aspects of the established COVID-19 policies published in Quicklinks..
- B. Adhere to all Manager and Supervisor responsibilities for protection guidelines.
- C. Conduct a self-assessment each day before coming to campus, using the checklist provided in Quicklinks.

## 4. Employee Training

### 4.1 ORANGE LUTHERAN HIGH SCHOOL employee training for COVID-19 includes the following topics:

- How to prevent Covid-19 from spreading in the workplace.
- Home self-screening and symptom checks as outlined in the [CDC guidelines](#).
- Stay at home protocol for employees that are experiencing Covid-19 symptoms which include frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat and/or recent loss of taste or smell.
- Procedures when an employee has come into close contact with a family member, friend or acquaintance that has been diagnosed with COVID-19.
- Hygiene practices to include frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or handwashing station, per [CDC guidelines](#)).
- ORANGE LUTHERAN HIGH SCHOOL **physical and social distance policies which require a minimum of 6 feet distancing from any employee or individual. As well as the importance of adhering to physical distancing practices while on and off work** (see Physical Distancing section below).
- Proper use of face coverings, including:
  - Face coverings do not protect the wearer and are not personal protective equipment (PPE).
  - Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.
  - Employees should wash or sanitize hands before and after using or adjusting face coverings.
  - Avoid touching eyes, nose, and mouth.
  - Face coverings should be washed after each use.
- Ensure temporary or contract workers at the facility are also properly trained in COVID-19 prevention policies and have necessary PPE. Discuss these responsibilities ahead of time with organizations supplying temporary and/or contract workers.
- Information on employer or government-sponsored leave benefits the employee may be entitled to receive that would make it financially easier to stay at home. See additional

information on [government programs supporting sick leave and worker's compensation for COVID-19](#), including employee's sick leave rights under the [Families First Coronavirus Response Act](#) and employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the Governor's [Executive Order N-62-20](#).

4.2 Updates as required to maintain compliance with the CDC, local health department, OSHA and any other State or Federal agencies.

4.3 Documentation and reporting requirements.

## 5. Individual Screening Measures

5.1 All workers will be screened at the beginning of their shift as will vendors, contractors, or other workers entering the establishment. The following control and screening measures are performed:

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- A copy of the Daily Temperature Screening log will be forwarded to the Office of Human Resources by the campus safety supervisor. ORANGE LUTHERAN HIGH SCHOOL will maintain these confidential documents for one (1) year.
- ORANGE LUTHERAN HIGH SCHOOL is implementing this method of Employee COVID-19 Wellness Check-ins:

Employees entering the campus have submitted to a temperature screening before entering the facility. These employees are also to self-evaluate for mild to moderate symptoms related to COVID-19 or other respiratory illness including sore throat, runny nose, fever (CDC states 100.4 Fahrenheit and above is considered a high temperature), chills, not feeling well, sneezing, and coughing. DO NOT ENTER THESE FACILITIES IF YOU HAVE ANY OF THESE SYMPTOMS.

### Scenario #1: If an Employee Answers **No** to all Questions on Health Self-Assessment

- Any employee who answers **No** to all daily health self-assessment questions will be allowed to stay at work as long as the daily answers are **No**.
- The employee must comply with all aspects of this policy including physical distancing practices which include maintaining at least **6 feet of distance from other persons at all times**

### Scenario #2: If an Employee is Sick or Shows Signs of Illness

- If an employee calls in sick they will be required to stay home, contact their healthcare provider, and get tested for COVID-19.
- Employees who appear to have [symptoms](#) (i.e., fever, cough, or shortness of breath) upon arrival at work or who become sick during the day will immediately be separated from other employees, students, and visitors and sent home.
- If an employee states that they have COVID-19 or have been in close contact with someone who has COVID-19, they must self-quarantine for at least 14 days and get tested 5-7 days after exposure, as recommended by the OCHCA.

## 6. Protection Guidelines

6.1 The following are minimum standards that will be in place for all the ORANGE LUTHERAN HIGH SCHOOL employees until further notice.

- ORANGE LUTHERAN HIGH SCHOOL **requires a minimum of 6 feet of physical distancing at all times by all employees, sub-contractors, vendors, or anybody else making contact at this location.**

- **The Prevention Plan Manager, Managers and Supervisors, and Employees each have their designated protection guideline responsibilities that they must strictly follow (refer to Section 3 Responsibilities for a detailed list of their respective protection guideline responsibilities).**

## 7. Personal Hygiene

- 7.1 The following are measures all employees shall follow to help prevent the spread of any virus.
- Wash your hands frequently with soap and water for a minimum of 20 seconds. If soap and water are not available, use hand sanitizer (with at least 60% ethanol or 70% isopropanol). At a minimum, employees **MUST** wash hands at the beginning of each shift, after using the toilet, before and after each break.
  - Encourage respiratory etiquette, including covering mouth and or nose when coughing and/or sneezing. Cover the mouth and nose with a tissue. If a tissue is not immediately available cough or sneeze into your sleeve, not your hands.
  - Avoid touching your eyes, nose, and mouth especially with unwashed hands.
  - Encourage employees to not share tools or work areas. If sharing of tools does take place, ensure the tools/areas are disinfected with an appropriate disinfectant after use.
  - Use disinfection/cleaning products for common areas or shared tools.
  - Ensure you read and follow all instructions and safety precautions when using any disinfectant/cleaning product and have the SDS sheets readily available.
  - Stay home if you are sick or feel sick (except to get medical care); be fever free for 24 hours without the use of medication (i.e., Motrin, Advil, Aleve, Dayquil, etc.) before returning to work.
  - Face coverings will be based on local health department/CDC guidelines and/or requirements.
  - No physical greeting such as a handshake or hug.
  - Onsite PPE requirements specific to COVID-19 protection will be based on the individual task requirement and current health department/CDC recommendations/guidelines.

## 8. Disinfection and Recovery

- 8.1 In the event ORANGE LUTHERAN HIGH SCHOOL has a confirmed case of COVID 19, procedures will be addressed towards identifying any area(s) that have potential contamination. ORANGE LUTHERAN HIGH SCHOOL may work with industrial cleaning companies and/or Maintenance and Operations, to disinfect the area following CDC guidance.
- 8.2 Depending on the area(s) that may require disinfection, the specific work may need to be temporarily shut down to allow for the proper cleaning and to disinfect the area(s) of potential contamination.
- 8.3 Additional disinfection protocols include but are not limited to:
- Performing thorough cleaning on high traffic areas such as break rooms and lunch areas, and areas of ingress and egress including stairways, stairwells, escalators, handrails, and elevator controls. Frequently disinfecting commonly used surfaces including doorknobs, toilets, and handwashing facilities.
  - Providing time for workers to implement cleaning practices during their shift.
  - Time for regular thorough cleaning and disinfection of office spaces will be provided for employees.
  - Employees are to avoid sharing phones, other work supplies, or office equipment wherever possible and must **NEVER** share PPE.
  - Where such items must be shared, disinfect between shifts or uses, whichever is more frequent, including the following: shared office equipment such as copiers, fax machines, printers, telephones, keyboards, staplers, surfaces in reception areas, shared work stations, etc., with a cleaner appropriate for the surface.

- Sanitary facilities will stay operational and stocked at all times and provide additional soap, paper towels, and hand sanitizer when needed.
- Cleaning chemical use will adhere to products approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)-approved](#) list and follow product instructions. Use disinfectants labeled to be effective against emerging viral pathogens, diluted household bleach solutions (5 tablespoons per gallon of water), or alcohol solutions with at least 70% alcohol that are appropriate for the surface. Provide employees training on manufacturer's directions and OSHA requirements for safe use. Workers using cleaners or disinfectants should wear gloves as required by the product instructions.
- Where feasible the ORANGE LUTHERAN HIGH SCHOOL will install portable high-efficiency air cleaners, improve central air filtration to the MERV-10 or the highest compatible with the filter rack, and seal edges of the filter to limit bypass, and make other modifications to increase the quantity of outside air and ventilation in offices and other spaces.

## 9. Procedures/Tasks that May Violate the 6 feet Rule for Physical Distancing

- 9.1 Due to the nature of some of the work performed by ORANGE LUTHERAN HIGH SCHOOL staff, there can be times based on the safety of the ORANGE LUTHERAN HIGH SCHOOL employees and the work task, workers may need to be closer than 6'.
- 9.2 Any work that makes it necessary for employees to be within the 6' of separation, a COVID-19 protection the ORANGE LUTHERAN HIGH SCHOOL (job hazard analysis) shall be conducted and used for this work task.
- 9.3 Task specific work shall follow the ORANGE LUTHERAN HIGH SCHOOL COVID-19 protection.
- 9.4 Any task requiring the ORANGE LUTHERAN HIGH SCHOOL employees needing to be within 6' or closer of each other shall be limited in duration as much as possible.
- 9.5 COVID-19 protection shall be reviewed with all the organization employees involved with the specific task and signed off by the employees and Supervisor. The Supervisor will forward copies to the Department of Human Resources. The Supervisor will retain the documentation for one year.
- 9.6 COVID-19 Job Hazard Analysis is available in Appendix B.

## 10. Contractors Performing Work at ORANGE LUTHERAN HIGH SCHOOL Sites/Facilities

- 10.1 All contractors who may perform onsite work on organization grounds/buildings shall submit a signed informed consent form (supplied by Orange Lutheran, which contains all our COVID-19 protocol and policies) to the Risk Manager, TJ Dettviler.
- 10.2 Contractor employees shall conduct daily health assessments for all of their employees who will be performing work at any ORANGE LUTHERAN HIGH SCHOOL location.

## 11. Forms

- 11.1 The following Appendices are a part of this Worksite-Specific COVID-19 Protection Plan:

Appendix A – Daily COVID-19 Self- Assessment Form

Appendix B – Job Hazard Analysis

Appendix C– Thermal Camera weekly Log Sheet

**Appendix A -- Daily COVID-19 Self-Assessment Form**

## Daily COVID-19 Self-Assessment

To keep you and all our employees safe, the school is following local and state health department recommendations. As such, the school is requesting and encouraging every employee to conduct a short self-assessment for COVID-19 symptoms and risk factors each day before reporting to work by asking themselves the following questions:

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1. Have I had any signs or symptoms of a fever in the past 24 hours such as chills, sweats, felt “feverish” or had a temperature that is elevated for 100.4°F or greater?
  - If you are feeling “feverish”, please take your temperature.
2. Do I currently have any of the following symptoms:
  - o Cough
  - o Shortness of Breath or Chest Tightness
  - o Sore Throat
  - o Nasal Congestion/Runny Nose
  - o Myalgia (Body Aches)
  - o New Loss of Taste and/or Smell
  - o Diarrhea
  - o Nausea
  - o Vomiting
  - o Fever/Chills/Sweats
3. Have I been in contact with someone who is experiencing COVID-19 symptoms or who has a confirmed diagnosis of COVID-19?

*If your response is yes to any of the above questions, please do not report to work and immediately contact your direct supervisor or Human Resources and then contact your health care provider by phone for further instruction.*

*There will also be a fever check upon arrival to campus. If you have a temperature that is elevated to 100.4°F or greater when you arrive, you will be sent home and instructed to contact your health care provider by phone for further instructions.*

### **Appendix B: COVID-19 Job Hazard Analysis**

Job/Task	Potential Hazard	Recommended Actions/Procedures
<p>Normal Job Tasks/Duties</p> <p>One on one teaching instruction with a student</p> <p>Tasks requiring workers to be closer than 6 feet</p>	<p>Exposure to COVID-19</p>	<ul style="list-style-type: none"> <li>● All workers should be trained in COVID-19 safety measures and precautions.</li> <li>● Workers must review and acknowledge receipt of this JHA.</li> <li>● Specific tasks to be outlined and limited to scope and duration as much as possible.</li> <li>● Associated workers will have to successfully complete a daily health assessment.</li> <li>● Required Personal Protective Equipment (PPE); including, face covering/mask, face shield or mask, protective gloves, and site/task specific PPE, as necessary.</li> <li>● Task and site-specific PPE shall also be utilized in conjunction with any COVID-19 specific PPE.</li> <li>● Workers to be trained for required PPE usage, selection, donning/doffing procedures.</li> <li>● Disinfect tools, materials, and areas prior to starting work. Disinfecting solution, access to soap &amp; water, and hand sanitizer will be provided</li> <li>● Perform tasks safely using task specific procedures.</li> <li>● Complete tasks and disinfect all tools, materials, and areas prior to removing PPE.</li> <li>● Remove PPE, Wash hands, face, and other body parts with soap and water for at least 20 seconds. Don clean PPE to disinfect reusable equipment such as face shields. etc.</li> <li>● Remove and dispose of single use PPE. Reusable gloves, face shields, and other PPE should be cleaned, dried, and stored for future use.</li> <li>● Wash hands, face, and other body parts with soap and water for at least 20 seconds.</li> <li>● Use hand sanitizer as necessary.</li> </ul>

**Employee will acknowledge receipt of this JHA.**

**Supervisor/trainer will log names of trainees to avoid everybody touching this form and the possibility of cross contamination.**

Date: \_\_\_\_\_ Employee Name: \_\_\_\_\_  
**Please Print**

Job Title: \_\_\_\_\_ Employee Name: \_\_\_\_\_  
**Signature**

Department: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_  
**Print Name**

**Appendix C– Thermal Camera Weekly Log - Sample**

<b>Temperature Check Roster</b>																
Date: 00/00/0000 to 00/00/0000																
Full-Time Employees		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday		
Employee	Name	PASS	FAIL	PASS	FAIL	PASS	FAIL	PASS	FAIL	PASS	FAIL	PASS	FAIL	PASS	FAIL	
Employee	Name	PASS	FAIL	PASS	FAIL	PASS	FAIL	PASS	FAIL	PASS	FAIL	PASS	FAIL	PASS	FAIL	
Employee	Name	PASS	FAIL	PASS	FAIL	PASS	FAIL	PASS	FAIL	PASS	FAIL	PASS	FAIL	PASS	FAIL	
Employee	Name	PASS	FAIL	PASS	FAIL	PASS	FAIL	PASS	FAIL	PASS	FAIL	PASS	FAIL	PASS	FAIL	
Employee	Name	PASS	FAIL	PASS	FAIL	PASS	FAIL	PASS	FAIL	PASS	FAIL	PASS	FAIL	PASS	FAIL	