



# COVID-19 & Monkey Pox

## Emergency Infection Control Plan

Contact Information:

Supported and Independent Living Programs			
Title	Name	Phone	Email
Director of Supported and Independent Living Services	Judy Hunter	Office: (925) 310-2352 Cell: (925) 297-7714	<a href="mailto:jhunter@lastrampas.org">jhunter@lastrampas.org</a>
Facilitator	Sabrina Davis	(925) 297-7715	<a href="mailto:sdavis@lastrampas.org">sdavis@lastrampas.org</a>
Facilitator	Paris Washington	(925) 297-7713	<a href="mailto:pwashington@lastrampas.org">pwashington@lastrampas.org</a>
Facilitator	Davvid Ellison	(925) 808-5668	<a href="mailto:dellison@lastrampas.org">dellison@lastrampas.org</a>
SLS On-Call	-	(925) 2977712	-

Adult Development Program			
Title	Name	Phone	Email
Assistant Director of Programs and Services	Jason Parks	Office: (925) 310-2357 Cell: (925) 878-8021	<a href="mailto:jparks@lastrampas.org">jparks@lastrampas.org</a>
Program Supervisor	Kate Hartline	(925) 310-2364	<a href="mailto:khartline@lastrampas.org">khartline@lastrampas.org</a>
Service Coordinator	Diyanna Mason	(925) 310-2366	<a href="mailto:dmason@lastrampas.org">dmason@lastrampas.org</a>
Service Coordinator	Maci Shepard	(925) 310-2354	<a href="mailto:mshepard@lastrampas.org">mshepard@lastrampas.org</a>

Specialized Residential Program			
Title	Name	Phone	Email
Sheila House Administrator	Martha Rubio	(925) 833-0080	<a href="mailto:mrubio@lastrampas.org">mrubio@lastrampas.org</a>
Maureen House Administrator	Marilynn Hudson	(925) 239-9415	<a href="mailto:mhudson@lastrampas.org">mhudson@lastrampas.org</a>

Administration			
Title	Name	Phone	Email
Executive Director	Daniel Hogue	(925) 310-2373	<a href="mailto:dhogue@lastrampas.org">dhogue@lastrampas.org</a>
Human Resources Director	Corbyn Brooker	(925) 310-2361	<a href="mailto:cbrooker@lastrampas.org">cbrooker@lastrampas.org</a>

Program	Site	Phone	Address
Las Trampas	Day Program & Administrative Offices	(925) 284-1462	3460 Lana Lane Lafayette, CA 94549
Adult Residential Model (ARM)	Sheila House	(925) 300-3839	9 Sheila Court Pleasant Hill, CA 94523
Adult Residential Model (ARM)	Maureen House	(925) 826-5665	553 Maureen Lane Pleasant Hill, CA 94523

# Table of Contents

SCOPE .....	4
PURPOSE .....	4
ACCOMODATIONS .....	4
CORRECTION OF HAZARDS .....	4
GENERAL SAFETY MEASURES.....	4
Health Screening .....	5
Time Off for Illness .....	5
Reporting Exposure & Positive Cases.....	5
Testing Requirement.....	5
Wearing Masks.....	6
Social Distancing.....	6
Handwashing.....	6
Cleaning & Disinfecting .....	7
Vaccinations .....	7
Covering Exposed Skin .....	7
No Sharing Cloth Material.....	8
Rashes & Sores .....	8
OUTBREAKS .....	8
COVID Positive Isolation.....	8
Reporting COVID-Positive Cases .....	10
RCEB/CCL: Positive Participant .....	10
RCEB/CCL Positive Employee:.....	10
Contra Costa County Public Health .....	11
Family/Care Providers .....	11
VISITOR PROTOCOLS .....	11
Onsite Visits.....	11
Offsite Visits .....	12
COVID-19 COMMUNITY OUTINGS .....	12
TRANSPORTATION .....	12
DAY PROGRAMS ALTERNATIVE SERVICES.....	13
TRAINING .....	13

Policy Review .....	14
APPENDICES .....	14
Appendix A - AB 685 Notice .....	15
APPENDIX B - Contact Tracing Assessment:.....	17
FORMS AND POSTINGS .....	20
COVID-19 (Coronavirus) Health Screening Questionnaire.....	21
EXPOSURE INCIDENT/INVESTIGATION REPORT .....	22
CONFIDENTIAL.....	22
LINKS TO POSTINGS .....	24
RESOURCES .....	25

## SCOPE

This COVID-19 & Monkey Pox Emergency Infection Control Plan applies to all employees and places of employment across Las Trampas except for places of employment where employees do not have contact with other people such as when employees are working remotely from home.

If there is a conflict between local health orders or this Plan, the local health order should be followed. When there is conflict between this plan and other regulations our programs will follow the stricter guideline.

## PURPOSE

California continues to struggle with controlling COVID-19 cases. The California Occupational Safety and Health Administration (“Cal/OSHA”) requires employers and employees who potentially may be exposed to COVID-19 to comply with Title 8, California Code of Regulations, Section 3205 et al. Cal/OSHA’s General Duty Clause, Title 8, California Code of Regulations, Section 3203, similarly obligates employers to create and implement procedures to avoid exposures to COVID-19.

Additionally there has been an increase in the number of Monkeypox diagnosis throughout the country and particularly in the Bay Area. Fortunately most safeguards put in place for COVID-19 also help mitigate the chances of transmitting Monkeypox.

The purpose of this policy and all associated trainings is to communicate to managers and employees the Las Trampas’ (the “Company”) policies, procedures, and practices to prevent exposure to infectious diseases and to limit the potential for infectious disease hazards in the workplace.

## ACCOMODATIONS

The Company has accommodation policies in its Employee Handbook which outlines the procedures by which an employee with medical or other conditions may request an accommodation to perform the essential functions of their job during the pandemic. Please review this policy and contact the HR Director for more information.

## CORRECTION OF HAZARDS

The Company will review and update this plan as necessary every 30 days, when new control measures are recommended by state and local public health officials, as determined by CCL, and when gaps in the plan are reported and/or recognized.

## GENERAL SAFETY MEASURES

In additions to the provisions of the general Infection Control plan all employees must follow the basic safety measures outlined below to help mitigate the exposure and transmission of COVID-19 and Monkeypox. Failure to do so will lead to disciplinary action, up to and including termination of employment.

1. Completing health screenings before work
2. Not coming to work when ill
3. Reporting exposures and positive cases
4. Testing as appropriate for the situation and as directed by the supervisor and/or HR
5. Wearing cloth masks or surgical masks if unvaccinated

6. Social distancing to the extent possible
7. Increased hand washing and sanitizing- namely high touch services
8. Following cleaning & disinfection protocols specific to each site
9. Getting and staying up to date on vaccinations (unless accommodations have been made)
10. Cover exposed skin in crowds or when assisting program participants
11. Don't share clothing or other cloth material that may be exposed to skin
12. Look for any rashes or sores on self and those we serve and report them as appropriate

### Health Screening

- Everyone (including employees, contractors, subcontractors, regulatory agents, and visitors) entering a Las Trampas facility will be required to complete health screenings before entering the site. Health screenings include identification information, contact information, and confirmation that the person is not symptomatic.
- Any person entering the worksite may complete the questionnaire by scanning the QR code located at the entrance of the worksite or by completing the paper form.
- Once the questionnaire is complete the person should take or have their temperature taken using a no-contact thermometer. If the temperature is in a safe range, the person will be allowed to enter the site and must immediately use hand sanitizer or wash their hands.
- Any employee who fails to complete, refuses to complete, and/or falsifies information on the Health Screening Questionnaire will be disciplined, up to and including termination of employment.

### Time Off for Illness

- Any staff experience symptoms related to any illness should not attend work.
- If the symptoms are related to COVID-19 or Monkeypox the employee must report these symptoms included the date they started.
- If COVID-19 or Monkeypox symptoms are present the employee will be required to receive testing.
- Testing will have to be completed with a medical professional( see more on testing below)

### Reporting Exposure & Positive Cases

- All employees are required to report exposure to a person that has tested positive for COVID-19 or Monkeypox. Those exposed will require follow up testing. (see more on testing below)
- All employees are required to report any positive tests they receive related to COVID-19 or Monkeypox. They must report the day they received the test and the date they first had symptoms.

### Testing Requirement

All tests will be conducted during work hours to the extent possible. Staff will be paid for one hour of work for any tests taken outside normal work hours. For non-exempt employees, the time spent waiting for a Company-mandated test will be considered working hours. Las Trampas is able to provide antigen testing for COVID-19 to employees however some situations may require PCR testing. Additionally, any antigen tests must be witnessed by a supervisor either in-person or remotely.

1. **Exposure Testing-** Anyone exposed to a person positive for COVID-19 or Monkeypox during their infectious period will be required to receive testing. Testing may occur the second day after exposure and again after the fifth day following the exposure. Vaccinated staff are able to continue working while testing is taking place. Unvaccinated employees must wait for negative test results before returning. In some cases the county public health department may be involved and require weekly testing until there are no additional positive cases for 14 consecutive days.
2. **Symptomatic Testing-** Anyone symptomatic will be required to test before returning to work. COVID-19 antigen tests are not accepted unless it shows a positive result. Negative results will only be accepted if it's a PCR test. All monkey pox testing must be done with each person's healthcare provider.
3. **Positive Case Testing-** If someone that tested positive for COVID-19 receives a negative test result after the seventh day of infection they can return to work. In all cases, assuming symptoms have improved and the person hasn't had a fever in over 24 hours without the aid of medication, the positive person can return to work 10 days after testing positive or when symptoms began, whichever was earlier.
4. **Proactive Testing-** Las Trampas may require additional testing depending on circumstances. This may be required prior to and unvaccinated new hire starting work, when employees are out for extended periods of time, or for any reason a supervisor deems necessary.
5. **Voluntary Testing-** Staff are encouraged to be tested regularly however these types of tests will not be supplied by Las Trampas nor will additional paid time be offered. Any results received must be submitted to the supervisor or the HR department.

### Wearing Masks

- All employees must wear masks while working directly with program participants.
- Employees are able to take masks off outside if they are able to socially distance.
- Employees may take masks off while in private offices.
- Vaccinated staff can use cloth masks and unvaccinated employees must wear a surgical mask or n95.
- Las Trampas will provide surgical masks to all employees every day and n95s as appropriate for the situation. Namely during times when positive cases are present at a site.
- To the extent possible program participants should also be encouraged to wear masks.
- Any visitors to any location must also wear masks when program participants are present on site. This may not apply to visitors of residents in their own homes (SLS/ILS).

### Social Distancing

- While regulations no longer require social distancing staff should continue to social distance to the extent possible while at work.
- Social distancing means maintaining six foot of distance between yourself and others.
- Employees should also encourage program participants to social distance to the extent possible as well. Including setting up environments in ways that encourage social distancing.

### Handwashing

- Following the general Infection Control Policy, staff must wash their hands regularly throughout the day.

- Staff should also encourage program participants to wash their hands at appropriate times throughout the day as well.
- During outbreaks (when there are active cases on site) staff should be washing their hands more frequently and after each interaction with an infected person.

## Cleaning & Disinfecting

- Staff must follow the general Infection Control Policy in regards to regularly cleaning and disinfecting sites.
- Each site will have more specific cleaning & disinfecting protocols outlined specific to that location. Staff must understand and follow these guidelines for any site they work at.
- During outbreaks (when there are active cases on site) enhanced cleaning and disinfecting will be required.
- Enhanced disinfecting may include practicing normal disinfection task more often (for example from once per day to twice or more per day).
- Enhanced procedures would also include cleaning and disinfecting areas after they are used by an infected person
- Disinfectants must be EPA approved, labeled with the dwell time, and stored in a safe location (or locked in licensed facilities).
- Substitutes to EPA approved disinfectants may include
  1. Bleach solution (5 TBSP bleach per GALLON of water or 4 TSP bleach per QUART of water)
  2. Alcohol solutions with at least 70% alcohol may also be used
- Staff must use the cleaning products as directed on the label and in accordance with the MSDS including using appropriate PPE.
- Staff must never mix cleaning products, namely bleach and ammonia
- Staff should be especially cautious while completing laundry due to both COVID-19 and Monkeypox. Staff should wear basic PPE (gloves and mask) when completing laundry. Las Trampas also recommends staff wear a gown as an added layer of protection.
- Staff should also pay special attention to the disinfection of wheelchairs and other assistive devices to help mitigate risk of contamination from surfaces.
- Staff must also disinfect all vehicles after transporting participants.

## Vaccinations

- Las Trampas requires all employees to be vaccinated including staying up to date on any booster shots required. Currently the full dose of a vaccine and one booster is mandated but further boosters may be required in the future.
- Accommodations can be made for religious or medical reasons. Staff must notify HR if they desire to receive an accommodation.
- Unvaccinated staff must wear surgical masks and are not able to attend work until testing is complete after being exposed to a positive case.

## Covering Exposed Skin

- Monkeypox is most often spread from skin to skin contact. Ensuring any exposed skin is covered, especially while in close proximity of others, may help prevent the transmission of Monkeypox.
- Staff are encouraged to wear clothing that protects them and gowns are also available during times when social distancing is not an option.
- Staff should encourage participants to cover exposed skin to the extent possible dependent on the situation.

## No Sharing Cloth Material

- Contaminated cloth material can spread the Monkeypox virus. Staff should not be sharing cloth items with others.
- Staff should also encourage participants to avoid sharing cloth items as well.
- This could include but is not limited to a hand towel, clothing, and blankets.

## Rashes & Sores

- Staff should keep an eye out for any new rashes or sores on their bodies.
- Staff should also keep an eye out for any new rashes or sores on program participants bodies.
- If any are discovered staff should contact the appropriate medical professional for advice and testing.

## OUTBREAKS

An outbreak is defined as having at least one person at a site infected with COVID-19 or Monkeypox. During these times enhanced procedures will be implemented. These include but are not limited to:

- Additional disinfection
- More handwashing
- Greater social distancing
- Isolation of the positive person in an isolation room and/or removal of the person from the site
- Other procedures particular to the site

In these situations supervisors with the assistance of program directors and HR must;

- Report cases to county Public Health, CCL, and RCEB as appropriate for the situation
- Report participant cases to family and caregivers as appropriate for each person
- Follow any additional requirements from any of these agencies
- Notify everyone exposed, including everyone that spent 15 minutes or more in a 24 hour period within the same air space as the infected person
- Arrange testing specific to the situation
- Start the process of acquiring supplemental staff as needed. This can be done with the help from the public health department, CCL, or RCEB. Las Trampas may also utilize supplemental staffing agencies, or share staff across different departments to ensure proper staffing.
- Investigate the cause of infection in an effort to determine if exposure occurred at work

## COVID Positive Isolation

Any participant diagnosed with COVID or who is showing signs and symptoms of COVID infection that is not admitted to a hospital shall be encouraged to self-isolate in a private bedroom or designated isolation room. At day program participants will wait in an isolation room until transportation home can be arranged. When a participant is self-isolating, staff shall adhere to the following procedures:

- When possible, shield off the doorway to the room with clear plastic to allow a line of sight for staff to monitor the individual's status. The plastic should overlap to allow entry but prevent airflow in or out of the room. If not possible, the door shall remain closed.
- Isolation rooms shall have a 'STOP' sign posted at the entry making it clear that there is an active case as well as instructions for donning and doffing PPE.
- Room with an isolated participant shall have a cart placed outside the room with appropriate PPE and sanitation supplies including, but not limited to:
  1. Surgical masks (nearby)
  2. N-95 masks
  3. Disposable gowns
  4. Gloves
  5. Face shields (nearby)
  6. A lined trash can with a lid
  7. Hand sanitizer
  8. Disinfecting wipes or paper towels and disinfectant cleaner
  9. Thermal thermometer (for use only with the isolated individual)
  10. Pulse-oximeter (for use only with the isolated individual)
- When entering the isolation room, staff shall:
  1. Sanitize hands by either washing hands or use of hand sanitizer
  2. Don all necessary PPE in the appropriate manner
- Upon exiting the isolation room, staff shall:
  1. Doff the PPE and dispose of it in the lined trash can outside the room
  2. Sanitize hands with hand sanitizer
  3. Don new PPE as appropriate for use in common areas (face shield should be sanitized)
- All meals will be prepared and served to the individual in the room
  1. Meal times shall be staggered serving only one person at a time
  2. Meals shall be delivered in separate/private rooms
  3. When possible, disposable dishware and utensils should be used and disposed of after use in the lined trashcan outside of the room
  4. If disposable dishware and utensils are not available, they shall be set outside the room until doffing of PPE and donning of new PPE is completed and washed immediately after.
- Participants should be encouraged to make it known when they need to use the restroom and have the assistance of staff, in cases where the person is unable to communicate this need staff will give periodic reminders and/or offer regular opportunities for the person to use the restroom.
  1. Restroom facilities shall be sanitized after each use of the isolated resident
  2. When possible, a separate restroom shall be designated for COVID positive participants
- Medications shall be provided in the isolation room using disposable dispensary materials which will be disposed of in the lined trash can outside the room
- Participants shall be provided with entertainment materials, as available and needed

## Reporting COVID-Positive Cases

As per regulatory guidelines, Las Trampas shall report all employee and participant COVID-positive cases in the following manner. Reports are also required for any participants who test positive for Monkeypox. If any employee or program participant shows severe signs or symptoms of COVID-19, call 9-1-1 and seek immediate emergency medical attention.

### RCEB/CCL: Positive Participant

RCEB and CCL (when applicable) will be notified by phone immediately and a written Special Incident Report (SIR) shall be submitted within 1 business day. Written SIRs shall be reported via email to the RCEB case manager and to the SIR email at [sir@rceb.org](mailto:sir@rceb.org). SIRs to CCL shall be submitted by email to the CCL Licensing Program Analyst as well as [CCLASCPOaklandRO@dss.ca.gov](mailto:CCLASCPOaklandRO@dss.ca.gov) or by fax at (510) 286-4204. As per regulations, any death of a participant shall be reported immediately. The report shall indicate if the death was by confirmed COVID positive testing or by medical diagnosis unconfirmed by testing.

In addition to typical reporting information, the SIR shall include the following information, if known:

- Date of COVID test, if known
- Date of COVID diagnosis
- Date and time of notification of COVID diagnosis
- Date and time of exposure, if known
- Date the participant last attended program
- Date of the onset of signs/symptoms exhibited by the participant
- Signs and symptoms exhibited by the participant, if any
- Actions taken to isolate the participant
- Actions taken to seek medical treatment including if the participant was taken to the emergency room, admitted to the hospital, or returned home to self-isolate
- If hospitalized or taken to the emergency room, name of hospital, attending physician, and treatment provided, if known

### RCEB/CCL Positive Employee:

RCEB no longer requires notification for positive staff cases. Neither CCL or RCEB require Monkeypox cases in staff to be reported. CCL (when applicable) shall be notified of any staff testing COVID positive by submitting an email with the following information by email to CCL at [CCLASCPOaklandRO@dss.ca.gov](mailto:CCLASCPOaklandRO@dss.ca.gov):

- Name of Staff (only applicable to CCL)
- Name of the Agency/Program/Home
- Date the staff person showed symptoms
- Date the staff person was tested
- Date the staff person received the results
- Date the staff person last worked
- The employees vaccination status and dates
- Other agencies/organizations at which the staff person works, if known/applicable
- If the staff person works at other agencies/organizations, who contacted those agencies/organizations and when

- Name(s) of the participant(s) who were potentially exposed, including UCI number(s) and vaccination dates if known.
- Whether or not PPE is needed including type(s) and amount(s)
- If you have staffing coverage or need assistance
- Date of county notification of the positive result

**Contra Costa County Public Health** (no longer required by the county – September 2022)

The County Health department shall be notified of applicable diagnosed COVID positive case. The same report will be filed for a positive program participant and staff. Although different programs may require different reporting methods;

- ARM homes may report by completing a Confidential Morbidity Report (CMR) [Confidential Morbidity Report \(ca.gov\)](#). All information will be completed as thoroughly as possible and submitted by email at [cocohelp@cchealth.org](mailto:cocohelp@cchealth.org) or by fax at (925) 313-6465. The county will give clear instructions on current reporting requirements.
- ADP (and possibly ARM) will report via the Shared Portal for Outbreak Tracking (SPOT) intake form at [https://spot.cdph.ca.gov/s/IntakeForm?language=en\\_US](https://spot.cdph.ca.gov/s/IntakeForm?language=en_US). All information will be completed as thoroughly as possible
- SLS/ILS programs are not required to report to the county.

### Family/Care Providers

Family and care providers identified on the participant's emergency contact document shall be notified immediately by phone if a participant is showing signs or symptoms or has been diagnosed with COVID-19 or Monkeypox. Information as outlined under SIR reporting shall be provided to family members and/or care providers as releases of information allow

## VISITOR PROTOCOLS

Due to the recent pandemic and the vulnerability of the people we serve Las Trampas has developed a plan to help mitigate risk during visits. The Company encourages virtual visits when possible but understands the importance of in-person visits.

### Onsite Visits

All visitors are expected to follow the protocols outlined in the policy below or they will be asked to leave. All visitors unless exempt from these standards must:

- Complete a health screen questionnaire
- Be fully vaccinated- sites must keep documentation of visitors vaccination status
- If not fully vaccinated they must supply a test from the previous 48 hours prior to the visit
- If not vaccinated and not recently tested visitors can still visit but only outside while social distancing and wearing a mask
- Those exempt include;
  1. RCEB Staff
  2. CCL Staff

3. Public Health Staff
4. People visiting family nearing the end of their life
5. And others as determined by regulations

### Offsite Visits

Due to the COVID-19 pandemic, taking program participants out of the home/facility for visits is discouraged at this time but it is not prohibited. If a visitor wishes to take a program participant into the community during a visit the following protocols must be followed:

- Upon arrival all visitors must follow the visitor protocols noted above.
- The participant must be comfortable leaving the home and willing to participate in the outing.
- They must agree to follow state and county laws and regulations in regards to preventing infection

### COVID-19 COMMUNITY OUTINGS

Due to the recent pandemic and the vulnerability of the people we serve, Las Trampas has developed a plan to help mitigate risk during community outings. For the safety of our staff, participants, and the greater community at large, all staff and program participants are expected to follow the protocols outlined below.

- Staff should limit outings if there is a high level of cases in the community
- During all outings in the community staff must follow all agency safety protocols such as wearing masks
- Participants should be encouraged to follow the same safety protocols
- Staff should bring and use hand sanitizer and encourage participants to use it as well
- Staff should maintain social distancing to the extent possible and encourage participants to do the same
- Locations visited should be documented

### TRANSPORTATION

If transporting a person with suspected or confirmed COVID-19 the vehicle shall be treated as an isolation room. This includes;

- The staff donning and doffing PPE to the extent possible without causing a driving hazard
- The positive participant should also wear full PPE to the extent bearable
- Only the driver and the positive person shall be in the vehicle
- Proper social distancing shall be maintained
- The windows will rolled down to extent possible dependent on weather
- Once the vehicle returns the entire vehicle will be disinfected as soon as possible and before anyone else enters it.

During typical transports staff should encourage wearing masks, allow for as much social distancing as possible (although 6' is no longer required), and keep windows open weather permitting.

## DAY PROGRAMS ALTERNATIVE SERVICES

When the Las Trampas Day Program is unable to offer typical in-person services to all of its participants on a full time basis, Las Trampas shall offer alternative services as authorized by the California Department of Developmental Services.

Remote and alternative service materials shall be offered through the following methods:

- Several daily (Monday-Friday) classes via zoom
- Materials may be delivered in-person or by mail by Las Trampas staff or picked up by participants. During pick up or drop off all safety measures should be followed.
- Alternative in-person services may also be offered.
- Other services may be offered as approved by RCEB and CCL

## TRAINING

The Company will provide training and/or information to all employees including on the following subjects:

- Employees will be trained on the policies and procedures outlined in this COVID-19 Prevention Plan
- Employees will be provided with information on types of benefits available and how an employee can obtain information regarding whether they are entitled those benefits or how to request those benefits. Some benefits that an employee may be entitled to include the following: workers compensation, COVID-19 leave pursuant to the Families First Coronavirus Response Act, Supplemental COVID-19 leave as required under state or local law, Paid Sick Leave, Family Medical Leave Act, California Family First Rights Act, and any other related benefits.
- Employees will be provided training on COVID-19 including how the Virus can be spread (such as through the air when a person talks, vocalizes, sneezes, coughs, or exhales), how the Virus can be transmitted (such as on contaminated objects when the person then touches their eyes, nose or mouth), and that a person can be asymptomatic with the Virus. Employees will also be instructed that in some situations, virus particles can travel more than six feet, so the Company's policies should be enforced and followed in concert to reduce exposure.
- Employees will be trained on physical distancing procedures as outlined in the Physical Distancing policy.
- Employees will be trained on face covering and facemask policies.
- Employees will be trained on prevention methods including frequent hand washing with soap and water for 20 seconds and the use of hand sanitizer.
- Employees will be trained on not coming to work when they have any signs or symptoms of COVID-19, if they have tested positive for COVID-19, if they have been exposed to anyone with COVID-19, or if they are awaiting a positive test because either they or a medical professional believes they may have been exposed to COVID-19.
- Employees will be trained in managing isolation rooms and donning and doffing PPE.
- Employees will be given an overview of Monkeypox developed by a licensed medical professional including signs and symptoms as well as ways to mitigate transmission.

## Policy Review

Per regulations this plan must be reviewed every 30 days, when changes to regulations occur, and when determined by CCL. Leadership will document these reviews including a short note on any edits that were made, if any. This shall occur at least until the state of emergency status for the plan is discontinued.

[illegible]

## APPENDICES

## Appendix A - AB 685 Notice

**Note: This AB 685 notice is for employees who may have been in contact with the COVID Case during the high-risk period. This notice must be delivered within 24 hours of the Company learning of a positive case for each positive case it has at the facility. This document should be put on Company letterhead.**

Dear [Name of Employee],

This notice is to inform you that we have been informed by one of our [team members/employees/subcontractors etc.] that they [had/have been diagnosed as] a confirmed case of COVID-19 at [name of location] ("the Premises") on [date]. Based on our investigation, you have been identified as someone who may have been on the Premises at the same time as the positive COVID 19 Case. As part of our investigation, we do not believe you have been in close or direct contact with this individual, however, we are providing you this notice as a legal requirement under Labor Code 6409.6. The [team members/employees/subcontractors etc.] went home on [xx] date and has not been on the Company's property since that time. The affected [team members/employees/subcontractors etc.] remains in quarantine and we are supporting them as they recover.

We have notified the [team members/employees/subcontractors etc.] that were in close or direct contact with this team member. Close contact is defined as being closer than 6 feet over a prolonged period of time for more than 15 minutes in a 24-hour period.

Your health is our top priority and we are continuing to ensure your health and safety with [enhanced deep cleaning and sanitization/alternative] of areas [including office / work station] and any common spaces at the Premises. [Optional: We will also provide enhanced deep cleaning and sanitization of any [truck/vehicle/equipment/etc.] that the [team members/employees/subcontractors etc.] may have been using at the time of, or in the two days prior to, their positive diagnosis.

When a [team members/employees/subcontractors etc.] that either tested positive or was presumed positive, is released to return to work, the Company will follow all Cal/OSHA, CDC, federal, state and local guidelines to maintain the health and well-being of all of our [team members/employees/subcontractors], before returning a [team members/employees/subcontractors] back to work. This includes but is not limited to the employee being in isolation for at least 10 days from the first sign of COVID-19 symptoms, and no fever within 24 hours prior to returning to work without the use of a fever reducing drug, and a signed attestation form from the [team members/employees/subcontractors etc.] confirming they have no ongoing symptoms.

If you are experiencing COVID-19 symptoms, such as a fever of 100.4 degrees Fahrenheit or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, please stay home and seek medical attention. Any [team member/employee/subcontractors etc.] experiencing COVID-19 symptoms will not be disciplined under the attendance policy for not coming into work. Your health is our top priority and we remain committed to providing a safe environment for all of our employees.

As an employee of the Company, you may be entitled to several different types of leave or benefits including the following:

- Workers' Compensation
- Family First Coronavirus Relief Act Leave
- COVID-19 paid sick leave
- Supplemental Paid Sick Leave
- State Disability Insurance
- Long Term Disability
- Family Medical Leave Act or California Family Rights Act

- California Paid Sick Leave

You can learn more about the leaves/benefits you are entitled to by looking at these policies in the Employee Handbook. Please contact Human Resources to find out which leaves/benefits you are entitled to.

The Company will continue to review and reevaluate return to work procedures, in accordance with Cal/OSHA, CDC and federal, state and local health authorities. If you have any questions, please reach out to your HR Director, via phone at (925) 310-2361 or via e-mail at [hr@lastrampas.org](mailto:hr@lastrampas.org).

Thank you,

HR Director

## APPENDIX B - Contact Tracing Assessment:

**The process of determining which employees have come into close contact with a COVID-19 positive employee in the 2 days prior to the onset of the COVID-19 positive employee's symptoms. Employees who have been in close contact with the COVID-19 positive employee should be directed to self-quarantine for 14 days from the last date of close contact with the COVID-19 positive employee. In order to properly contact trace you should:**

1. Ask the COVID-19 employee to identify who s/he was in close contact with in the 2 days prior to the onset of his/her symptoms; and
2. Review the areas of the workplace the COVID-19 positive employee would have accessed and determine if there are any other employees that the COVID-19 positive employee would likely have had close contact.

Contact tracing need not be performed if the COVID-19 positive employee was not in the workplace within 2 days of the onset of symptoms.

### CONTACT TRACING SCRIPT

#### Preliminary Notes

- The purpose of contact tracing is to determine if any employees were in close contact with the COVID-19 positive employee 2 days prior to the COVID-19 positive employee becoming symptomatic. Therefore, you only need to contact trace if a COVID-19 positive individual was in the workplace within 2 days of the onset of his/her symptoms.
- Begin contact tracing by speaking with the COVID-19 positive employee.
- Recent guidance from California's Department of Health has stated if the employee is wearing a mask, they do not need to be identified as someone with close contact.
- DO NOT DISCLOSE THE NAME OF THE COVID-19 POSITIVE EMPLOYEE TO OTHERS.

#### Script to COVID-19 Positive Employee

- Because you informed us that you were COVID-19 positive, we have a legal obligation to our employees to inform those that were in close contact (6 feet for 15 minutes or more within a 24 hour period) with, that they may have been exposed to the virus. Note, we will not disclose your identity to your coworkers unless you have signed a consent.
- When did you become symptomatic? [If onset of symptoms was more than 14 days ago, nothing further to ask].
- Who do you recall being in close contact with 2 days prior to becoming symptomatic?
- In the 2 days before becoming symptomatic, do you recall being in any areas of the workplace that you would not ordinarily frequent?
- Did you participate in any external activities (lunch, happy hour, etc.) with any employees outside of work without facemasks?

#### Script to Potentially Exposed Employees

- We have been informed by one of our employees that the employee is COVID-19 positive based on a diagnosis obtained on [DATE].
- Based on our investigation we believe that you may have come into close contact with the employee on [DATE].
- Pursuant to Company policy, we are requiring you to remain away from work until [14 days from the last close contact with the confirmed case].
- If you are not diagnosed as COVID-19 positive, or are not experiencing COVID-19 symptoms by [14 days from last contact with the COVID-19 positive employee], you may return to work after completing a Self-Certification Form.

- If during your time away from work you experience symptoms, or are diagnosed positive please inform [CONTACT].

### **DOCUMENTS TO REVIEW FOR CONTACT TRACING**

Employer should collect documents and information in order to conduct contact tracing. The employer can review the following to create a list of which employees have been exposed. The information should be used to create a list of potential people exposed, which can be narrowed by asking the infected employee or using other mechanisms to determine which of these people had exposure with the infected employee within 6 feet for more than 15 minutes within any 24 hour period.

1. Timesheets or time clock records to determine who was on shift at the same time
2. Meal and rest break records to determine who was on break at the same time
3. Employee's assignment records to determine whom the employee worked with
4. Employees data entries to determine whom the employee was working with
5. Records of meetings and conference to determine who the employee may have been in close contact with.
6. Records of where the employee has been (rooms where the employee worked, calendar invites, meeting room invites, phone records, etc.)

### **CELL PHONE APP CONTACT TRACING**

As an alternative, the Company can obtain an app if the employee carries a cell phone by inserting the app on the cell phone to track the employee while they are at the facility. The app should be carefully vetted and the following questions should be analyzed:

- If proximity data is being collected, is it being done through Bluetooth or geolocation data?
- If proximity data is being collected, will it be stored on an individual's device or on a separate server?
- Is the app collecting the right data?
- Is the app collecting too much data?
- Will biometric information be collected?
- How long will the app keep the data? Is there any justification for the app keeping data beyond 30 days?
- Does the developer have access to the information that is collected?
- Will the developer share personal information with others?
- Will the developer sell the personal information to others?

### **Some legal considerations should be assessed before utilizing a Cell Phone App to collect data:**

#### **1. Privacy:**

The employer has to ensure that the cell phone app is disconnected as employees leave the facility. The employer has to provide notice of the data being collected to all employees. The employer also has to ensure that the data is maintained privately and it should only reflect where the employee was during work hours. The data should not include where the employee went during meal or rest breaks or other private breaks.

#### **2. Safety Considerations:**

The employer should consider any risk with employees having cell phones while working (contamination, COVID-19 hazards with patients, equipment hazards, distractions, etc.). Many employers forbid employees from using cellphones

while at work and if all employees have access to their personal phones they may be using them to call friends and family during work hours, check personal email, look at videos, Facebook or other physical media, and violate other social media policies.

There is also risk of hacking and other financial compromising if the app used is not a secured app. Some states have privacy and safety regulations that penalize parties for violating privacy rights such as the California Consumer Privacy Act (CCPA) and the Biometric Information Privacy Act (BIPA).

### 3. Wage and Hour:

The Employer should also ensure that the app does not use much data (the company allows for WIFI connection) and is provided to the employee. If data is used then the employee should be paid a stipend per month to allow for the data usage on their phones.

## FORMS AND POSTINGS

## COVID-19 (Coronavirus) Health Screening Questionnaire

With the advent of the spread of COVID-19, Las Trampas is taking every precaution to protect the health and safety of its participants, staff, visitors, and the community at large. As part of our COVID-19 Response Plan, all staff who call in sick must make voice contact with a supervisor or director and truthfully answer the following questions. All visitors to any Las Trampas facility or worksite must also complete this questionnaire. Responses to this questionnaire shall remain confidential to the extent possible and used for the purpose of contract tracing and notification to those who may have been exposed to COVID-19. Contact information may be shared with Contra Costa County Health Services, as required.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Home Address: \_\_\_\_\_

Site Visited: ☐ Martinez Main ☐ Lafayette Main ☐ Maureen House ☐ Sheila House

☐ Other: \_\_\_\_\_

Reason for Visit: ☐ Assigned Employee ☐ Non-Assigned Employee ☐ Program Participant ☐ Family

☐ Care Provider ☐ Regional Center ☐ Community Care Licensing ☐ Contractor/Maintenance

☐ Other: \_\_\_\_\_

1. Have you, or anyone you have had contact with in the last 14 days, traveled to a domestic or foreign area severely affected by the COVID-19 virus? ☐ Yes ☐ No
2. Within the last 14 days and to the best of your knowledge, have you or anyone you have had contact with been infected by the COVID-19 virus? ☐ Yes ☐ No
3. Within the last 14 days, have you experienced any of the following? (check all that apply)

• New or worsening cough, respiratory illness, shortness of breath or difficulty breathing	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Fever or chills	<input type="checkbox"/> Yes <input type="checkbox"/> No
• New or unusual fatigue	<input type="checkbox"/> Yes <input type="checkbox"/> No
• New or worsening muscle or body aches	<input type="checkbox"/> Yes <input type="checkbox"/> No
• New or worsening headaches	<input type="checkbox"/> Yes <input type="checkbox"/> No
• New loss of taste or smell	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Sore throat	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Congestion or runny nose	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Nausea or vomiting	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Diarrhea	<input type="checkbox"/> Yes <input type="checkbox"/> No

I give permission to have my temperature taken. My temperature is: \_\_\_\_\_

### Attestation:

- ☐ I agree to abide by all Las Trampas policies regarding social/physical distancing.
- ☐ I agree to abide by Las Trampas policies regarding face coverings/masks.
- ☐ I agree to notify Las Trampas if I start to show signs/symptoms of COVID-19 or receive a COVID-19 positive test result in within the next 10 days.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## EXPOSURE INCIDENT/INVESTIGATION REPORT

### CONFIDENTIAL

[This document, as well as any attachments, must not be shared with anyone except employees authorized to receive the information, must be filed separately from any personnel files, and may be accessed by the COVID-19 Human Resources and Safety Committee Team.]

#### **Employee Info**

Date: Enter Date.

Name: Enter Name.

Employee Position: Enter Employee Number.

Location: Enter Street, City, State, Zip Code.

Department: Enter Name of Department.

#### **Exposure Info**

Date Employee Reported: Enter Date.

Was Employee Present at Work?

☐ Yes

☐ No

Who Received Report? Enter Name.

Employee Is:

☐ Positive Test

☐ Diagnosed Positive

☐ Symptomatic

Date of Positive Test or Diagnosis: Enter Date.

Date of Onset of Symptoms: Enter Date.

Leave Available?

☐ Yes

☐ No

If yes, type of leave taken: Enter Type of Leave.

Information Provided by Employee Regarding COVID-19 Exposure (Where was the employee exposed? Did any family members have it? Etc.)

---

---

---

#### **Contact Tracing**

Was Employee at Worksite Within 2 days of Onset of Symptoms

- ☐ Yes – complete remainder of section  
☐ No – do not complete remainder of section

**For Each Employee in Close Contact**

Name: Enter Name.

Employee Number: Enter Employee Number.

Location: Enter Street, City, State, Zip Code.

Department: Enter Name of Department.

Date of Last Close Contact: Enter Date.

Date Employee Notified: Enter Date.

Who Notified? Enter Name.

Date Employee Can Return if Asymptomatic: Enter Date.

Leave Available? ☐ Yes

☐ No

If yes, type of leave taken: Enter Type of Leave.

**Cleaning**

Was Employee at Worksite Within 2 days of Onset of Symptoms?

- ☐ Yes – complete remainder of section  
☐ No – do not complete remainder of section

**Areas Symptomatic Employee Accessed**

Enter Detailed Description.

**Areas of Worksite Cleaned**

Enter Detailed Description.

**Date Each Site Cleaned**

Enter Date.

Enter Date.

Enter Date.

**Who Performed Each Cleaning?**

Enter Name.

Enter Name.

## LINKS TO POSTINGS

The following links are to posters/forms that need to be posted at the worksites.

### **Protection Posters**

**How to Protect Yourself and Others** (post at entrances, breakrooms, and throughout the building)

- [Coronavirus disease 2019 \(COVID-19\) How To Protect Yourself \(cdc.gov\)](#)

**Use of Cloth Face Coverings to Help Slow the Spread of COVID-19** (post at entrances, breakrooms, and throughout the building)

- [Coronavirus disease 2019 \(COVID-19\) How To Protect Yourself \(cdc.gov\)](#)

**Stay Home From Work** (post at entrances)

- [316129-B-StayHomeFromWork Poster.pdf \(cdc.gov\)](#)

**Stop Germs! Wash Your Hands** (post at all handwashing facilities – bathrooms, breakrooms, kitchens, etc.)

- [Stop Germs! Wash Your Hands. \(cdc.gov\)](#)

**Cleaning and Disinfecting** (post throughout the facility)

- [319611 A Six Steps for Cleaning Disinfecting FS 81-2x 11 poster \(cdc.gov\)](#)
- [Six Steps for Safe & Effective Disinfectant Use \(epa.gov\)](#)

### **Families First Coronavirus Response Act (FFCRA)**

**Employee Rights** (post at breakrooms and with labor law posters)

- [FFCRA Poster WH1422 Non-Federal.pdf \(dol.gov\)](#)

## RESOURCES

### **Personal Protective Equipment**

- Using Personal Protective Equipment - [Using Personal Protective Equipment \(PPE\) | CDC](#)

### **Coronavirus (COVID-19) Information**

- Centers for Disease Control and Prevention (CDC) - [Coronavirus Disease 2019 \(COVID-19\) | CDC](#)
- Contra Costa Health Services - [Home | Coronavirus \(cchealth.org\)](#)

### **COVID-19 Testing Information**

- Alameda County Testing Sites - [Testing | COVID-19 | Alameda County Public Health \(acgov.org\)](#)
- Contra Costa County Testing Sites - [Get Tested | Coronavirus \(cchealth.org\)](#)
- Solano County Testing Sites - [Solano County - FAQ - Community Testing Sites](#)

### **Housing for Employees Affected by COVID-19**

- Non-Congregate Setting CA Healthcare Workers Program - [Hotel rooms for California healthcare workers - Coronavirus COVID-19 Response](#) – Phone: 1 (877) 454-8785

### **Contact Tracing Application**

- CA Notify – [www.CANotify.ca.gov](http://www.CANotify.ca.gov) (to get alerts if you are exposed to someone who reported having COVID-19)

### **Environmental Protection Agency (EPA) Approved Disinfectant List**

- [List N: Disinfectants for Coronavirus \(COVID-19\) | Pesticide Registration | US EPA](#)



# Infection Control Plan

2022

## Purpose

The Infection Control Plan is intended to ensure safety measures are taken to help prevent the spread of communicable diseases and to ensure licensed programs adhere to regulations. Las Trampas is dedicated to making our programs as safe as possible for program participants, employees, other stakeholders, and the greater community.

## Responsibility

### Infection Preventionist(s)

Department	Name	Number	Email
Day Program	Kate Hartline	925-310-2364	<a href="mailto:khartline@lastrampas.org">khartline@lastrampas.org</a>
	Diyanna Mason	925-310-2366	<a href="mailto:dmason@lastrampas.org">dmason@lastrampas.org</a>
Sheila House	Cheryl Martinez	925-300-3839	<a href="mailto:cmartinez@lastrampas.org">cmartinez@lastrampas.org</a>
Maureen House	Ashley Johnson	925-826-5665	<a href="mailto:ajohnson@lastrampas.org">ajohnson@lastrampas.org</a>
SLS/ILS			

- Is responsible for ensuring the Infection Control Plan is implemented consistently across their specifically assigned program.
- Are responsible for reporting violations of the policy or other infection control concerns to their supervisor.
- Will train other employees on infection control as outlined later in this policy.
- Will review and update (as appropriate) the infection control policy annually, if the public health departments declares an epidemic, or if CCL requires it.

## Employees

- Are expected to comply with the provisions of the policy noted below and to report any violations of the policy to your supervisor.
- Are also encouraged to bring possible oversights in the policy to the attention of their supervisors.
- Will not be retaliated against for reporting violations or policy oversights.

- Should encourage participants to follow the infection control practices as much as reasonably possible.
- Will receive training related to the Infection Control Plan as noted later in this policy.

## Hand Washing

### How

1. Wet hands with clean water
2. Apply soap
3. Lather hands by rubbing them together with soap. Lather the backs of the hands, between the fingers, and under the nails.
4. Scrub hands for at least 20 seconds.
5. Rinse hands well under clean, running water.
6. Dry hands using a clean towel (disposable or non-disposable) or air dry.

### When

1. Immediately before and after client care.
2. Before and after handling, preparing or eating foods.
3. Before and after assisting with medications.
4. After contact with blood, body fluids, or contaminated surfaces.
5. Immediately before putting gloves on and immediately after removing gloves.
6. When hands are visibly soiled.

## Gloves

1. All employees and volunteers shall use gloves as a protective barrier to prevent the spread of potential infection.
2. A pair of gloves may not be used on multiple residents and must be properly discarded between tasks.
3. Gloves shall be removed and discarded in the nearest appropriate waste receptacle with a tight-fitting cover immediately upon completing a task.
4. Tasks that require employees to wear gloves include but are not limited to the following;
  - Come into contact with blood or body fluids such as saliva, stool, vomit or urine.
  - There is a cut or open wound on the hands of the staff or volunteer.
  - Assisting with direct resident care and coming into direct contact with residents, such as bathing, dressing, or assisting with incontinence.
  - Administering first aid.

## Respiratory Etiquette

All employees and volunteers, regardless of having direct contact with clients, shall practice and maintain respiratory etiquette as specified below;

- The mouth and nose shall be covered with a tissue or one's upper sleeve or elbow rather than one's hand(s), when coughing or sneezing.

- A tissue shall be disposed of in the nearest waste receptacle with a tight-fitting cover immediately after use.

## Disinfection & Cleaning

Environmental cleaning and disinfection should be performed following the manufacturers' instructions for proper use of the cleaning and disinfecting products. Employees should familiarize themselves with the Material Safety Data Sheets (MSDS) specific to their site for more information.

At a minimum all employees must ensure they complete the following cleaning and disinfecting;

- Surfaces such as floors, chairs, toilets, sinks, counters and tabletops shall be cleaned and disinfected on a regular basis to ensure they are safe and sanitary. These surfaces shall also be disinfected when these surfaces are contaminated or visibly soiled.
- Walls and window coverings in resident care areas shall be dusted or cleaned on a regular schedule to ensure they are safe and sanitary or when they are visibly contaminated or soiled.
- Spills of blood and other potentially infectious materials and surfaces shall be promptly cleaned and disinfected. See the IIPP policy for more information on proper disposal.
- Facility items that cannot be decontaminated (ex: blood) shall be discarded immediately in an appropriate waste receptacle with a tight-fitting cover immediately or otherwise made inaccessible to human contact.
- For a resident's personal item(s) that cannot be decontaminated, staff must come to an agreement with the owner to mitigate human contact or transmission. Ideally the item is discarded and replaced as soon as possible.

Employees shall also clean and disinfect medical devices as follows;

- Reusable medical equipment (such as blood pressure cuffs & thermometers) shall be disinfected using an EPA approved disinfectant prior to each use.
- Physical separation between clean and soiled equipment shall be maintained to prevent cross contamination.

## Communicable Disease Present (ARF's only\*)

When one or more residents in an Adult Residential Facility (ARF) are diagnosed with a communicable disease employees must take extra precautions to mitigate transmission.

Employees will complete enhanced environmental cleaning and disinfection to maintain a safe and sanitary environment. Enhanced environmental cleaning and disinfection shall consist of:

- Cleaning & disinfecting all frequently touched surfaces such as doorknobs and handles
- Cleaning & disinfecting of shared items or impacted areas immediately after contact with a client who has a communicable disease (such as toilets or dishes).

Program staff will ensure there is separation of residents whose illness requires it, including quarantine or isolation, from others as needed and appropriate for the specific situation.

All staff and volunteers providing direct care to a resident who has a communicable disease shall wear appropriate Personal Protective Equipment (PPE) to prevent exposure.

- PPE shall be used when assisting with direct resident care. This may include but is not limited to;
  1. Helping with bathing or other hygiene tasks
  2. Assisting with toileting
  3. Providing first Aid
- The program nurse consultant and/or other medical professional (such as the person's physician) will determine the type of PPE required based on the disease present in the facility.
- PPE may include but is not limited to;
  1. Gloves
  2. Gowns
  3. Masks
  4. Eye Protection
  5. Respirators
  6. Shoe Coverings
- PPE shall be removed and discarded in the nearest appropriate waste receptacle with a tight-fitting cover immediately upon completing a task.

\*If there is a participant or staff with a known communicable disease present at day program that person will be isolated and removed from program as soon as possible. After the person leaves all area's they occupied must be cleaned/disinfected immediately.

## Emergency Infection Control Plans

When an emergency, as defined in Government Code section 8558, or a federal emergency for a communicable disease is declared, the agency shall develop an Emergency Infection Control Plan (EICP).

The EICP will;

- Include infection control measures to prevent, contain, and mitigate the associated communicable disease that are not already addressed in the Infection Control Plan
  - If there are no additional infection control measures to be taken Las Trampas shall notify CCL of this determination within 15 days from the date the state or federal emergency was declared.
- Include the applicable infection control measures required by the federal, state, and local government public health authorities for the communicable disease.
  - In the event there are differing standards between government public health authorities, the licensee shall follow the strictest requirement.
- Be used until the declared federal or state of emergency is no longer in effect.
- Be completed and sent to CCL within 15 calendar days from the date the state or federal emergency was declared.
- Any changes required will also be submitted within 15 days after the need for changes is determined. Such as when public health or CCL require additional measures.
- Shall be reviewed and updated;
  - As necessary every 30 calendar days
  - Whenever new infection control measures are recommended by the federal, state, and local government public health authorities

- As determined by CCL
- Be distributed to residents, facility staff and, if applicable, each residents' authorized representative.
- Be shared with staff, residents and if applicable, each resident's authorized representative, and submitted to CCL when any updates to the plan occur.

## Training

To help ensure all employees understand the provisions of the Infection Control Plan the following trainings will be required. All trainings provided will address every topic of the Infection Control Plan. The Infection Control Plan will be incorporated into the Injury & Illness Prevention Plan policy & training.

### ICP Training for Infection Preventionists

- Employees identified as Infection Preventionist for their site will be trained annually by consulting medical professionals or another health care professional on current infection control practices.
- The employee will be trained prior to acting as the Infection Preventionist and annually thereafter.
- The assigned employee will also be required to complete all the other available trainings for employees related to infection control as noted below.

### ICP Trainings for All New Direct Care Employees

- Before direct care work begins all staff must complete supplemental trainings related to infection control via online training. Trainings offered may include and are not limited to;
  1. Personal Protective Equipment
  2. Chemical Labeling & Safety Data Sheets
  3. Housekeeping Procedures in Residential Care Settings
  4. Bloodborne Pathogens and Standard Precautions
  5. Infection Control: Basic Concepts
- During a new employees shadow training (first 30-40 hours of direct care work) the sites Infection Preventionist will review the Infection Control Plan and how it relates to that site with the new employee.
- Employees will also complete the in-person/virtual Illness & Injury Prevention Plan (IIPP) training as soon as possible and no later than 6 months from the employees hire date.

### Ongoing ICP Trainings for Direct Care Staff

- An in-service training will be provided by the site specific Infection Preventionist annually and when changes to the plan occur.
- On an annual basis employees will complete supplemental trainings related to infection control. These trainings may include and are not limited to;
  1. Bloodborne Pathogens and Standard Precautions
  2. Personal Protective Equipment
  3. Infection Control: Basic Concepts

#### 4. IIPP Training

##### ICP Trainings for Non-Program Employees

- Employees that do not provide direct care services will still be trained in the Infection Control Plan after being hired and annually thereafter. These trainings may include but are not limited to;
  1. Personal Protective Equipment
  2. Bloodborne Pathogens and Standard Precautions
  3. Shadow training with the Infection Preventionist
  4. IIPP Training

##### EICP Trainings

- All employees will be trained in any required Emergency Infection Control Plan within 10 days of submitting the plan to CCL.
- All employees will be updated on any changes to the EICP that occur within 10 days of submitting the edited plan to CCL.

##### Policy Review

Per regulations this plan must be reviewed annually, if the public health departments declares an epidemic, or if CCL requires it. Leadership will document these reviews including a short note on any edits that were made, if any.

Reviewed By	Date	Result