

Worksite Specific COVID-19 Prevention Plan
County of Ventura, State of California

Business Name: Individualized Educational Services

Business Sector: Office Workspaces

Person Responsible for Implementing Plan: Jonathan Gush

		Procedure (write a short statement on how you will address the checklist item)	Frequency (hourly, daily, etc...)	Resources Needed (gloves, signage, barriers etc...)
COVID-19 General Checklist Items for Employers (Release May 7, 2020)				
1. Worksite Plan				
1	The person(s) responsible for implementing the plan.	Jonathan Gush, owner.	Create, once. Monitor, monthly	none
2	A risk assessment and the measures that will be taken to prevent spread of the virus.	Completed by J. Gush: clients homes, office, and community have high risk exposure	Monitor, monthly	none
3	Training and communication with employees and employee representatives on the plan.	J. Gush: share plans with families upon enrollment and students weekly. Upon hiring any staff	weekly	common language documents & signs
4	A process to check for compliance and to document and correct deficiencies.	Immediate feedback to all individuals, corrective action as needed.	As needed	common language documents & signs
5	A process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts of infected employees until they are tested.	J. Gush: uniform investigation process and information request from clients	As needed	signage, documents, & uniform procedure
2. Employee Training				
1	Information on COVID-19, preventing spread, and who is especially vulnerable.	J. Gush: multileveled language signs for parents and clients to understand	Upon starting services	SCDD signage, county signage
2	Self-screening at home, including temperature and/or symptom checks using CDC guidelines.	Uniform passive self screening policy for workers and clients. Active screen in office.	Daily	signage, website links
3	The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.	COVID Resource packet for employees	Weekly reminders	COVID Packet, Signage, & email

4	When to seek medical attention.	COVID Resource packet for employees	Weekly Reminders	COVID Packet, Signage, & email
5	The importance of hand washing.	COVID Resource packet for employees	Weekly Reminders	COVID Packet, Signage, & email
6	The importance of physical distancing, both at work and off work time.	COVID Resource packet for employees	Weekly Reminders	COVID Packet, Signage, & email
3. Individual Control Measures & Screening				
1	Symptom screenings and/or temperature checks.	Everyone who enters IES must self screen. Clients will be monitored for symptoms	ongoing	uniform process, web site upgrade
2	Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.	COVID Resource packet for employees	Weekly Reminders	COVID Packet, Signage, & email
3	Encourage frequent handwashing and use of hand sanitizer.	Schedule hand washing breaks. Hand sanitizer in common location.	ongoing	hand sanitizer, signage
4	Provide disposable gloves to workers using cleaners and disinfectants when required. Consider gloves as a supplement to frequent hand washing for other cleaning, tasks such as handling commonly touched items or conducting symptom screening.	Hourly and daily cleaning routines.	Hourly, Daily	Gloves, cleaner, etc. that is OSHA approved.
5	Strongly recommend cloth face covers.	Face covers are mandatory while in IES. Those who cannot, or will not, wear face covers may access services virtually.	ongoing	COVID Packet, Signage, & email
6	Close or increase distance between tables/chairs in breakrooms or provide break areas in open space to ensure physical distancing.	Furniture is relocated with chairs indicating where to sit. Options to be outside.	ongoing	COVID Packet, Signage, & email
7	Communicate frequently to customers that they should use face masks/covers.	Face covers are mandatory while in IES. Those who cannot, or will not, wear face covers may access services virtually.	ongoing	COVID Packet, Signage, & email
4. Cleaning and Disinfecting Protocols				
1	Perform thorough cleaning in high traffic areas.	Hourly and daily cleaning routines.	Hourly	Gloves, cleaner, etc. that is OSHA approved.
2	Frequently disinfect commonly used surfaces.	Hourly and daily cleaning routines.	Hourly	Gloves, cleaner, etc. that is OSHA approved.

3	Clean and sanitize shared equipment between each use.	maximize individual equipment. Hourly and daily cleaning routines.	Hourly	Gloves, cleaner, etc. that is OSHA approved.
4	Clean touchable surfaces between shifts or between users, whichever is more frequent.	Hourly and daily cleaning routines.	Hourly	Gloves, cleaner, etc. that is OSHA approved.
5	Equip shared spaces with proper sanitation products, including hand sanitizer and sanitizing wipes and ensure availability.	Hourly and daily cleaning routines with expected use of sanitation products.	hourly	Gloves, cleaner, etc. that is OSHA approved.
6	Ensure that sanitary facilities stay operational and stocked at all times.	J. Gush: ensure supplies on hand do not fall below two week operational need.	weekly	Gloves, cleaner, etc. that is OSHA
7	Use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions and Cal/OSHA requirements.	Hourly and daily cleaning routines with training	Training: once	Approved Gloves, cleaner, etc. that is OSHA approved.
8	Provide time for workers to implement cleaning practices before and after shifts and consider third-party cleaning companies.	Adjust schedule to use disinfect surfaces. Cleaning routines.	ongoing	COVID Packet, Signage, & email
9	Install hands-free devices if possible	Minimize the need for shared surfaces	ongoing	increase supplies individual supply locations
10	Consider upgrades to improve air filtration and ventilation.	HEPA air purifiers in every room	ongoing	HEPA air purifier
5. Physical Distancing Guidelines				
1	Implement measures to physically separate workers by at least six feet using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers should stand).	Office layout reflects 6' spacing. Visual markers and plan for flow.	ongoing	Signage & Tape
2	Reconfigure office spaces, cubicles, etc. and decrease maximum capacity for conference and meeting areas.	Move furniture around to ensure 6' distance. Remove unneeded chairs to limit people.	ongoing	designated storage
3	Adjust in-person meetings, if they are necessary, to ensure physical distancing.	Move furniture around to ensure 6' distance. Remove unneeded chairs to limit people. Utilize Zoom.	ongoing	Zoom Subscription
4	Stagger employee breaks, in compliance with wage and hour regulations, if needed.	encourage use of outdoor or offsite locations.	ongoing	COVID Packet, Signage, & email

5	Reconfigure, restrict, or close common areas and provide alternative where physical distancing can be practiced.	close nonessential office areas to maximize space for others.	ongoing	signage to alert to changes
6	Limit the number of individuals riding in an elevator and ensure the use of face covers.	n/a	n/a	n/a
7	Utilize work practices, when feasible and necessary, to limit the number of employees at the office at one time, such as telework and modified work schedules.	Only work when 6' social distancing can occur. Allow for remote learning via zoom.	ongoing	limited occupancy signs zoom subscription

This document serves as notice of participation and compliance with the guidelines set forth by the State of California and the County of Ventura. This checklist and procedures shows how our firm complies with orders to reopen our business in compliance with State and county orders regarding the Covid crisis.

Signature: *Prathana Baidya*

Date: 6/3/2020