

SAFE AT WORK PLAYBOOK

COVID-19 PREVENTION PROGRAM

Policies and Procedures for
COVID-19 Pandemic Preparedness and Response



[Revised 6/1/22]

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I. Introduction

This Playbook is to be used as a recommended practice guideline and aligns with the Center for Disease Control (CDC), guidance from the State of California, Cal/OSHA, and Los Angeles County and other applicable local health department Protocols to the greatest extent possible. This is a working document and will be updated to reflect changes in directives and introduce new recommended practices as they become available.

The Safe at Work Playbook provides guidance for use in all facilities. Because there may be circumstances unique to a location, there may be some cases in which a facility must adapt the Playbook's guidance to address the facility(s) specific requirements. The Chief Executive Officer, President & Chief Operating Officer, Executive Vice President & Chief Impact Officer, Chief Administrative Officer, Chief People Officer, or their designee must authorize such exceptions.

II. Response Team and Safe at Work Committee

Response Team:

The COVID-19 Response Team (Response Team) is a cross-functional team lead by the President & Chief Operating Officer (EVP/COO). This team's purpose is to proactively assess and address all potential hazards and issues with COVID-19 to ensure client and staff safety. Additionally, this team keeps abreast of CDC recommendations as well as all applicable state and local public health guidance and reserves the right to put in place policies and procedures more stringent than those recommended by the CDC. The team includes:

President & Chief Operating Officer (EVP/COO) – Has overall responsibility for the agency's pandemic preparedness and response plan, coordinating and aligning with organizational leadership. Oversees and directs all internal communications with employees.

Chief Administrative Officer (CAO) – Works to secure all necessary supplies to implement and sustain the agency's pandemic preparedness and response plan. Works with organizational leadership to manage logistics regarding common areas, and visitors and contractors. Works with facilities to ensure best practices regarding ventilation systems. The CAO will coordinate with the VP of Finance of Lilliput Families to ensure coverage of these items for Lilliput Families operations.

Chief People Officer and Director of Human Resources – Work collaboratively to develop protocols to promote the wellness of all employees, manage employee training on the protocols in this Playbook, and assist with internal communication to employees. Manage and document reporting of suspected and known cases of employee COVID-19-related illness and safe return to work.

Chief Development Officer and Associate Vice President of Communications – Oversees all internal communication to staff and works to manage external related communication to board, clients, volunteers, and other interested parties. Communications may be made via email, organizational website, social media, and main phone line message, as appropriate to the specific circumstances and communication.

Program Leads – Works with direct staff on messaging and protocols for working with clients during the pandemic. Sets standards for when, where, and how these individuals will be served to prioritize the health and safety of clients and staff. Staying up to date on regulatory mandates regarding COVID-19 and ensure timely implementation and compliance.

Director of Nursing Services – Provides team with information and guidance on the client and staff quarantine and isolation requirements, and clearance from quarantine/isolation, as well as best practices on matters from PPE, quarantine, isolation, public health directives, and general COVID-19 preventative measures.

Safe at Work Committee:

This committee is responsible for developing and updating this document and working with each location's COVID Officer to ensure the protocols are implemented and followed. COVID Officers will be assigned to each location and liaise with Safe at Work Committee leads. COVID officers will report back to the committee leads on issues of adherence to protocols.

Committee Leads:

- Wayfinder Family Services – Administration Services and Training Manager
- Lilliput Families – Program Director

III. Employee Reporting Requirements

All staff are required to notify their supervisor, manager, and/or Human Resources immediately if any of the following occur:

- If they are experiencing any COVID-19 symptoms or had a possible close contact.
- A complete list of COVID symptoms is available at the following link and listed below:
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
 - Fever of 100.4 degrees Fahrenheit or higher or 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
 - Diarrhea

- If they have been exposed to, or potentially exposed to COVID-19 whether in the workplace or outside of work.
- All unsafe conditions or violations of Wayfinder’s COVID-19 Safety Protocols, in order to minimize the potential illness to others.
- All possible COVID-19 hazards in the workplace.

Wayfinder will not discharge, threaten to discharge, demote, suspend, reduce other employee benefits, or in any manner discriminate, retaliate, or take adverse action against any employee who makes a report pursuant to this requirement.

IV. Workplace Hazard Identification & Correction

In performing its facility COVID-19 risk assessment, Wayfinder identified the following COVID-19 hazards and has implemented the below-listed measures to correct the COVID-19 hazard:

- COVID 19 Hazard #1: Open Reception desk
 - Corrective Measure: Plexi glass installed around reception desk
 - Corrective Measure: Receptionist must always wear a face mask when working at the reception desk and as outlined in this Playbook..
- COVID 19 Hazard #2: Clients unable or refuse to wear a face mask
 - Corrective Measure: All staff in residential programs must wear N95 or KN95 masks
- COVID Hazard #3: Clients AWOL and then return
 - Corrective Measure: All staff who are not fully vaccinated in residential programs must wear N95 or KN95 masks. All staff who are fully vaccinated in residential programs must wear at least a surgical mask, but may request an N95 or KN95 if they wish.
 - Corrective Measure: All AWOLed clients must go to nursing upon entry back on campus.
- COVID 19 Hazard #4: Air flow in enclosed buildings - many buildings do not have windows that open.
 - Corrective Measure: Finer air filters were installed in HVAC units, as appropriate.

Wayfinder will regularly evaluate the corrective measures it has taken to correct these hazards to determine whether these measures are effective. If Wayfinder determines that a corrective measure was not effective, Wayfinder will identify and implement additional corrective measure to correct the COVID-19 hazard.

In addition, Wayfinder will continue to perform COVID-19 risk assessments on a regular basis to identify any other COVID-19 hazards that might arise at each facility. If Wayfinder identifies other COVID-19 hazards, this section of the plan will be modified to identify those hazards and the measures Wayfinder has taken to correct the hazard.

V. Accommodation

Staff considered vulnerable, or, at high-risk due to COVID-19, may work from home or may be provided with other reasonable accommodations consistent with applicable law. This group includes, but is not limited to:

- People over 65-years old.
- People of any age with certain underlying medical conditions.

Please make any request for accommodation to your supervisor or Human Resources. Wayfinder will then engage in an interactive process consistent with applicable law to determine if Wayfinder can reasonably accommodate you so that you can perform the essential functions of your job unless doing so is an undue hardship or causes a direct threat to workplace safety.

VI. Vaccination Status

Wayfinder collects proof of employees' vaccination and/or booster status to the extent necessary to comply with applicable public health guidance and in compliance with Wayfinder's vaccine policy. Going forward, acceptable forms of proof include the employee's vaccine card, an image of their vaccine card, or a health care document showing the vaccination status. Wayfinder will maintain a copy of the record presented. All records of vaccination status will be kept confidential. Generally, an employee is considered "fully vaccinated" when 14 days have passed since their single dose Johnson & Johnson shot or second dose of the Pfizer or Moderna vaccine.

VII. Office Configuration

- a) General:
 - Vending machines (if applicable) will be available.
- b) Conference Rooms:
 - General signage (see Signage in Section XIV) should be posted in all conference rooms.
- c) Dining Areas:
 - Food will be available in the dining hall for pickup.
 - The cafeteria is available for dine-in eating for staff and clients.
- d) Reception Areas:
 - When possible, persons should wait outside.
 - Install a plastic partition at the reception area, if possible.

VIII. Access to Wayfinder Locations

- Only staff and visitors passing a Wellness Check will enter a Wayfinder facility.
- Staff should restrict their presence to their primary work area, restrooms in their assigned primary work area and use copy machines only in their assigned primary work area.

- Exceptions will be made when restrooms or copy machines are not operational in your primary work area.

IX. Wellness Checks

Upon arrival at all Wayfinder locations, designated staff will perform wellness checks on all staff, clients, and visitors. Designated staff conducting temperature checks shall be equipped with appropriate PPE, including face masks, gowns, and gloves. These checks will include taking temperatures with touchless thermometers and responding to questions about COVID-19 symptoms, interactions with persons that might be COVID positive, or who have traveled within or outside of the United States. Persons who pass the wellness check will be provided a colored wristband unless the worksite has another designated practice. The employee's supervisor will communicate the applicable practice for their worksite. Any person not passing the wellness check will be denied entry, and information pertaining to that person will be confidentially maintained. If a person who did not pass the wellness check is a staff member, it is the staff member's responsibility to notify their supervisor. The supervisor will then contact Human Resources, who will provide guidance regarding staff obtaining a COVID test; potential quarantine, isolation or other requirements consistent with public health guidance; possibly working remotely, if feasible, etc. All individuals, regardless of vaccination status, must wear a face covering during wellness checks.

Committee Leads will maintain an up-to-date list of location personnel conducting wellness checks. Persons conducting wellness checks will be trained and provided the tools to perform the wellness checks. The wellness checker will be responsible for completing and confidentially providing Human Resources with the documentation for any staff, client, and/or visitor that does not pass the wellness check.

X. Identification of "Close Contact" or New Cases and Testing

As used herein, "close contact" means being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the COVID-19 case's infectious period, regardless of the use of face coverings, unless "close contact" is defined by regulation or order of the CDPH, in which case, the CDPH definition shall apply.

Further, as used herein, the "infectious period" means the following, unless otherwise defined by CDPH regulation or order, in which case the CDPH definition shall apply: (1) for COVID-19 cases who develop symptoms, from two days before they first develop symptoms until all of the following are true: it has been 10 days since symptoms first appeared; 24 hours have passed with no fever, without the use of fever-reducing medications; and symptoms have improved; and (2) for COVID-19 cases who never develop COVID-19 symptoms, from two days before until 10 days after the specimen for their first positive test for COVID-19 was collected.

Upon learning that there has been a COVID-19 case at a Wayfinder facility, management will take all of the following actions in order to determine if other staff may have been exposed to COVID-19 in the workplace by the sick individual.

1. Determine the day and time the sick individual was last present at any Wayfinder facility and, to the extent possible:
 - the date that the sick individual's first positive COVID-19 test specimen was collected, and
 - the date the sick individual first had one or more COVID-19 symptoms, if any were experienced.
2. Determine which staff at the facility may have had "Close Contact" with a COVID-19 case. This determination will be made by evaluating (1) the activities of the sick individual while at the workplace and (2) all locations at the workplace which may have been visited by the sick individual during the infectious period.
3. Promptly investigate and give notice of the potential COVID-19 exposure, within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case, to the following individuals: All staff who may have had close contact and their authorized representatives, if any; any independent contractors and other employees (and their authorized representatives, if any) present at the same workplace as the COVID-19 case during the infectious period; and the authorized representatives, if any, of the COVID-19 case.
4. Offer COVID-19 testing at no cost, during paid time, to all employees who had potential COVID-19 "close contact" in the workplace, except for "returned cases," meaning employees who had COVID-19, returned to work pursuant to the return to work criteria, and did not develop any COVID-19 symptoms after returning. A person shall only be considered a "returned case" for 90 days after the initial onset of COVID-19 symptoms or, if the person never developed COVID-19 symptoms, for 90 days after the first positive test. If a period of other than 90 days is required by a CDPH regulation or order, then that period shall apply.
 - a. Wayfinder shall also offer COVID testing, during paid time and at no cost, to employees within the "exposed group" during an outbreak, regardless of vaccination status (but excluding returned cases), and shall require testing, during paid time and at no cost, of all employees within the exposed group of a "major outbreak," regardless of vaccination status, consistent with applicable public health requirements.
 - b. Wayfinder will also make COVID-19 testing available to employees exhibiting COVID symptoms at no cost to the employee with pay for the time spent obtaining the test. Such employees should not report to work. Employees who become sick with COVID symptoms during the workday should report the matter to Human Resources or their supervisor and immediately leave the premises.
 - c. An at-home COVID-19 test, for purposes of this Playbook, may be both self-administered and self-read, only if another means of independent verification of the results can be provided (such as, e.g., a time-stamped photograph of the

results). That said, Wayfinder will generally endeavor to provide employees with testing at a local testing site for diagnostic and return-to-work purposes. For diagnostic testing, PCR tests are required. For return-to-work purposes, antigen testing is preferred.

5. Provide all staff, independent contractors, and other employers who had potential COVID-19 exposure in the Wayfinder workplace and their authorized representatives, if any, with appropriate notification and provide all staff with the information on any COVID-19-related benefits to which those employees may be entitled under applicable federal, state, or local laws (e.g., any benefits available under workers' compensation law, statutory paid sick leave benefits, state and/or local COVID supplemental paid sick leave benefits, and Wayfinder's leave policies, if any are applicable).
6. Investigate whether any workplace conditions could have contributed to the risk of COVID-19 exposure and determine what could be done to reduce exposure to COVID-19 hazards in the future.

XI. Exclusion from Work and Return to Work Criteria

a) Exclusion of Employees Who Are Considered COVID-19 Cases (someone has tested positive or been diagnosed with COVID-19)

Employees who are considered to be COVID-19 cases, regardless of vaccination status or prior infection, will be excluded from the workplace until the return to work criteria below is met, except as otherwise provided by applicable law.

COVID-19 cases who do not develop symptoms or whose COVID-19 symptoms are resolving, shall not return to work until:

- (1) At least five days have passed from the date that COVID-19 symptoms began or, if the person does not develop COVID-19 symptoms, from the date of first positive COVID-19 test;
- (2) At least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever reducing medications; and
- (3) A negative COVID-19 test from a specimen collected on the fifth day or later is obtained; or if unable to test or the employer chooses not to require a test, 10 days have passed from the date that COVID-19 symptoms began or, if the person does not develop COVID-19 symptoms, from the date of first positive COVID-19 test.

COVID-19 cases, regardless of vaccination status or previous infection, whose COVID-19 symptoms are not resolving, may not return to work until:

- (1) At least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever-reducing medication; and

(2) Symptoms are resolving or 10 days have passed from when the symptoms began.

Regardless of vaccination status, previous infection, or lack of COVID-19 symptoms, a COVID-19 case shall wear a face covering in the workplace until 10 days have passed since the date that COVID-19 symptoms began or, if the person did not have COVID-19 symptoms, from the date of their first positive COVID-19 test. The above requirements apply regardless of whether an employee has previously been excluded or other precautions were taken in response to an employee's close contact or membership in an exposed group.

b) Employees who had Close Contact

Wayfinder shall review CDPH guidance for persons who had close contact, including any guidance regarding quarantine or other measures to reduce transmission. Wayfinder shall develop, implement, and maintain effective policies to prevent transmission of COVID-19 by persons who had close contacts.

Except as otherwise provided by updated guidance or orders of Cal/OSHA, the CDPH, or local health department, employees who are asymptomatic close contacts generally do not need to quarantine, but must:

(1) Undergo PCR diagnostic testing within 3-5 following their last exposure to the COVID-19 case;

(2) Wear a well-fitting mask around others for a total of 10 days;

(3) Test and stay home if symptoms develop; and

(4) If test results are positive, follow the isolation recommendations for COVID-19 cases above.

Please note that special requirements may apply to asymptomatic employees who have continuous exposure and close contact to a COVID case who is within their own household and should contact HR for further guidance.

However, asymptomatic employees infected with COVID-19 within the prior 90 days do not need to be tested, quarantined, or excluded from work, unless symptoms develop.

In addition, employees who had close contacts in the event of a COVID-19 outbreak shall have a negative COVID-19 test taken within three and five days after the close contact or shall be excluded and follow the return to work criteria for COVID-19 cases starting from the date of the last known close contact. Further, employees in the exposed group of a major outbreak shall be tested or shall be excluded and follow the return to work criteria, starting from the date the outbreak begins.

c) Employees with COVID-19 Symptoms

Except as otherwise provided by updated guidance or orders of Cal/OSHA, the CDPH, or local health department, all employees with COVID-19 symptoms, regardless of vaccination status or prior infection, should:

(1) Self-isolate and test as soon as possible to determine infection status. For symptomatic persons who have tested positive within the previous 90 days, using an antigen test is preferred;

(2) Remain in isolation while waiting for testing results. If not tested, they should continue isolating for 10 days after the day of symptom onset;

(3) Continue self-isolation and retesting in 1-2 days if testing negative with an antigen test, particularly if tested during the first 1-2 days of symptoms; and

(4) Continue to self-isolate if the test result is positive, until the return to work criteria is met.

d) Employees Excluded from Work Due To COVID-19

To the extent that their job duties can be performed remotely, employees who are excluded from work, but are otherwise able and available to work, will be required to perform their work duties from home, on a remote basis, until they are able to return to work in accordance with the above return to work criteria.

Otherwise, for employees excluded from work, Wayfinder shall continue and maintain an employee's earnings, wages, seniority, and all other employee rights and benefits, including the employee's right to their former job status, as if the employee had not been removed from their job. If Wayfinder determines that one of the exceptions below applies, it shall inform the employee of the denial and the applicable exception:

EXCEPTION 1: Exclusion pay does not apply where the employee received disability payments or was covered by workers' compensation and received temporary disability.

EXCEPTION 2: Exclusion pay does not apply where Wayfinder demonstrates that the close contact is not work related.

Your supervisor and/or Human Resources will advise you if your job duties can be performed remotely and, if applicable, will provide you with relevant information concerning your remote work.

E. Order to Isolate or Quarantine Issued by A Local or State Health Official.

If an employee is ordered to isolate or quarantine by a specific order of a local or state health official, the employee shall not return to work until the period of isolation or quarantine is completed or the order is lifted.

F. Information Regarding COVID-19-Related Benefits

At the time an employee is excluded from the facility for reasons related to COVID-19, Wayfinder will provide the affected employee with information regarding any COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws (e.g., any benefits available under workers' compensation law, statutory paid sick leave

benefits, state and/or local COVID supplemental paid sick leave benefits, or Wayfinder’s leave policies, if applicable).

XII. Universal Precautions (previously titled Physical (Social Distancing))

Wayfinder universal precautions include:

- Eliminating unnecessary physical contact with others, such as handshakes or embracing coworkers, visitors, or clients. Employees should use other non-contact methods of greeting.
- Avoiding anyone who appears to be sick or who is coughing or sneezing.
- Employees should be reminded to avoid touching their face and must wash hands thoroughly with soap and water upon arrival at work and several times during the workday to reduce risk and prevent person to person potential infections.
- Hand sanitizers and tissues are available throughout each location. Employees should contact their supervisors if these supplies are not available or have run out.
- Encourage respiratory etiquette, including covering coughs and sneezes with a tissue or elbow.

Meetings

- All meetings should be conducted by video or teleconference, when possible.
- For in-person meetings, participants must wear face coverings, unless all in attendance are vaccinated. When face coverings must be worn in a meeting because all participants are not vaccinated, no eating or drinking is allowed.

XIII. Personal Protective Equipment (PPE)

Face Coverings:

All employees are to wear an appropriate face covering in the workplace. Wayfinder shall provide face coverings and ensure they are worn by employees when required by Wayfinder policy and/or orders from Cal OSHA, the CDPH, or local health department.

“Face covering” means a surgical mask for fully vaccinated employees (though they may request an N95 or KN-95 if they wish) or N95 or KN-95 for not fully vaccinated employees. A face covering has no visible holes or openings; must completely cover the nose and mouth; must fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face; and is secured to the head with ties, ear loops, or elastic bands that go behind the head. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric. Face coverings with a clear plastic panel that otherwise meets these requirements may be worn to facilitate communication with individuals who are deaf, hard-of-hearing, or who need to see a speaker’s mouth or facial expressions to understand communications.

Wayfinder shall ensure that face coverings, if required to be worn by employees per Wayfinder policy, applicable law, or public health guidance, are clean and undamaged, and that they are worn over the

nose and mouth as described above. Face shields are not a replacement for face coverings, although they may be worn together for additional protection.

When employees are required to wear face coverings by law, the following exceptions and requirements apply, unless otherwise provided by applicable State and/or local requirements:

1. When an employee is alone in a room or vehicle.
2. While eating or drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent feasible.
3. Employees wearing respirators required by Wayfinder and used in compliance with section 5144.
4. Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person.
5. Specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed.

Employees exempted from wearing face coverings due to a medical condition, mental health condition, or disability shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it.

Any employee not wearing a face covering pursuant to the exception 4 above and unable to wear a non-restrictive alternative, or an employee not wearing a face covering pursuant to exception 5 above, must be tested at least weekly for COVID-19 with pay for the employee's time spent obtaining the test and at no cost to the employee.

Wayfinder shall not prevent any employee from wearing a face covering when not required by this section, unless it would create a safety hazard, such as interfering with the safe operation of equipment.

Wayfinder shall provide face coverings to employees upon request, regardless of vaccination status.

When employees are not required by law to wear a face covering, but are required to do so under Wayfinder policy, they may remove the face covering consistent with exceptions 1-5 above and also when working alone in a cubicle or eating indoors in the presence of others, if fully vaccinated.

Additional PPE

Wayfinder has evaluated the workplace and determined that aside from wearing the required face coverings as directed by this Playbook and/or applicable law,, there is no need for employees to wear additional personal protective equipment in order to prevent exposure to COVID-19 hazards

Wayfinder shall reevaluate the workplace periodically and shall reassess whether additional PPE is needed in order to prevent exposure to COVID-19 hazards.

To the extent that employees are required to wear additional PPE in order to prevent exposure to COVID-19 hazards, Wayfinder will provide the additional PPE.

Upon request, Wayfinder shall provide respirators for voluntary use in compliance with subsection 5144(c)(2) to all employees, regardless of vaccination status, who are working indoors or in vehicles with more than one person. Whenever Wayfinder makes respirators for voluntary use available, under this section or elsewhere in this CPP, Wayfinder shall encourage their use and shall ensure that employees

are provided with a respirator of the correct size. Wayfinder shall also provide respirators or other specific types of face coverings if required by applicable State and/or local public health requirements.

“Respirator” means a respiratory protection device approved by the National Institute for Occupational Safety and Health (NIOSH) to protect the wearer from particulate matter, such as an N95 filtering facepiece respirator.

Other PPE:

Wayfinder will maintain appropriate levels of all PPE (face shields, gloves, hair guards, gowns, shoe covers, etc.) and distribute as needed and appropriate with direction from the Director of Nursing.

XIV. Travel Restrictions

Employees should follow all applicable guidance following travel within the United States or internationally regarding testing or quarantine periods. Employees may be required to test or quarantine upon completion of travel based on applicable law or regulations.

XV. Ventilation

HVAC specialist should be consulted to ensure all feasible measures are being taken to have adequate flow of fresh air to workspaces and optimize ventilation system. Some methods to consider:

- Opening windows
- Replace filters with fine air filters
- UV lights installed at returns
- Adding filtration system
- Clean and disinfect HVAC intakes and returns on a schedule
- Ensure restrooms are under negative pressure

Landlords or property management consultants should be engaged to help ensure proper ventilation.

Documentation of what has been done at each location regarding ventilation will be submitted by each location's COVID Officer to the Safe at Work Committee leads.

XVI. Food and Food Preparation

Sharing of Communal Food is Prohibited

- All food preparation done on site must be done by certified food handlers following strict food safety guidelines.
- All food items prepared by the cafeteria will be presented on single-use disposable plates or take-out boxes; single-use cups, napkins, and utensils will be provided along with the meal.
- All food prep staff will receive daily wellness checks and wear a facemask and gloves while in production or around food production areas.

XVII. Transportation (Agency Vehicles)

Staff who drive agency vehicles are responsible to ensure

- The COVID Health & Safety Kit (in the glove box) is fully stocked (masks, gloves, wipes, hand sanitizer)
- Vehicle windows shall remain open unless doing so would result in excessive heat or cold. Vehicle windows shall remain closed on high pollution advisory days.
- The driver and all passengers must pass a wellness check on the day prior to entering a vehicle with others on Wayfinder business. Staff must not enter a vehicle with other passengers if experiencing COVID-19 symptoms.
- Driver and all staff in the vehicle must wear a face covering while providing the service.
- The use of face coverings is required for passengers.

XVIII. Signage

At a minimum, signage at each public entrance of the facility must inform all employees, vendors, or clients that they must:

- Wear a mask
- Have their temperature taken and complete a wellness check.

In addition, a copy of the work site's county required Protocol must be posted.

XIX. Working Outside of the Employee's Home or Wayfinder's Office (e.g., Client Homes or 3rd Party Offices)

Staff working in non-Wayfinder locations, other than their home office, should adhere as closely as possible to protocols outlined in this Playbook. If staff feel they are in an unsafe environment or do not feel comfortable with the circumstances, they should remove themselves immediately and contact their supervisor.

XX. Other

- There will be no volunteers permitted at Wayfinder Family Services locations during the COVID-19 pandemic unless approved by a member of the Executive Team.
- Staff is encouraged to read all agency emails related to the COVID-19 pandemic.

XXI. Training

Management and supervisors ensure employees, prior to beginning of work assignment and regularly thereafter, participate in COVID-19 training in a language that is readily understandable by all employees that covers the following topics using interactive methods that are easy to understand including verbal, visual, audiovisual and picture-centered handouts and other resources:

- The COVID-19 policies and procedures Wayfinder has adopted to protect employees from COVID-19 hazards and how to participate in the identification and evaluation of COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, State, or local laws (e.g. any benefits available under workers' compensation law, statutory paid sick leave benefits, State and/or local COVID-19 supplemental paid sick or vaccination leave benefits, Wayfinder's leave policies, and leave guaranteed by contract, if any apply).
- Information regarding COVID-19, including the fact that COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales; that COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although that is less common; and that an infectious person may have no symptoms.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, hand hygiene, and respiratory protection decrease the spread of COVID-19, but are most effective when used in combination.
- Wayfinder's policies for providing respirators, and the right of employees to request a respirator for voluntary use, without fear of retaliation and at no cost to employees. Wayfinder also provides respirators and/or surgical masks when required by State and/or local requirements. Whenever respirators are provided for voluntary use, Wayfinder shall provide effective training and instruction to employees regarding:
 1. How to properly wear the respirator provided;
 2. How to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair interferes with a seal.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing workplace, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment. COVID-19 is an airborne disease. N95s and more protective respirators protect the users from airborne disease while face coverings primarily protect people around the user.
- Information regarding COVID-19 symptoms, and the importance of not coming to work and obtaining a COVID-19 test if the employee has COVID-19 symptoms.
- Information on Wayfinder's COVID-19 policies; how to access COVID-19 testing and vaccination; and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.
- The conditions under which face coverings must be worn at the workplace and that employees can request face coverings from Wayfinder at no cost to the employee and can wear them at work, regardless of vaccination status, without fear of retaliation.

XXII. Record-keeping and Reporting

Wayfinder shall report information about COVID-19 cases at the workplace to the local health department whenever required by law and shall provide any related information requested by the local health department.

Wayfinder shall report immediately to Cal/OSHA any COVID-19-related serious illnesses or death of an employee occurring at the facility consistent with applicable law.

Wayfinder shall maintain records of the steps taken to implement its written COVID-19 Prevention Program as described in this Playbook. Wayfinder's Playbook has been distributed to all employees and shall be made available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.

Wayfinder shall keep a record of and track all COVID-19 cases with the employee's name, contact information, occupation, location where the employee worked, the date of the last day at the workplace, close contacts, test results, and the date the first positive COVID-19 test specimen was collected (for asymptomatic cases) or the date on which symptoms were first experienced (for symptomatic cases). Medical information shall be kept confidential. Appropriate notification of COVID-19 cases in the workplace shall be made as described above, with any and all personal identifying information removed.

XXIII. Program Specific Protocols

In addition to this general Wayfinder Safe at Work Playbook, program-specific guidelines have been created and are housed within each respective department.