



Agape' COVID-19 Safety Plan

Agape' Schools values the health and safety of all employees, contractors, and clients. This program relays (Our organization)'s response to the COVID-19 global pandemic. Agape' Schools will protect our workers and consider your health and safety on jobsites during this pandemic. **Dr. Linda Scott, CEO & Femka Washington, Human Resources Coordinator** has been designated as the contact persons for all related questions about this safety plan.

This Return-to-Work Toolkit was designed by the Agape' to set forth standards and protocols for the safety and well-being of Agape' employees, students and any other persons accessing Agape' office and school settings. Its contents are to be implemented organization-wide and utilized in conjunction with department/program site-specific plans. Agape' is responsible to provide systems to support compliance and strategies to promote employee safety, including strategies to mitigate the spread of COVID-19.

This document serves as the Agape' COVID-19 Safety Plan (CSP) and Cal/OSHA COVID-19 Prevention Program (CPP). This document was developed with the most current information known at the time and may be amended as guidance from Local, State and Federal agencies change.

When you have COVID-19 related questions, contact the following:

To Report COVID-19 Related Illness:

*Promptly notify your immediate supervisor **and** email Human Resources Department, Femka Washington, Human Resources Coordinator when reporting a COVID-19 related illness.*

Email: fwashington@agapeschools.org

Phone: (559) 486-1166 ext. 4111

Compliance

Agape' Schools will comply with any and all local, state, and federal response efforts, emergency response orders, or recommendations from various health agencies, including but not limited to: Occupational Safety and Health (OSHA), California Division of Occupational Safety and Health (CalOSHA), Centers for Disease Control and Prevention (CDC), World Health Organization (WHO), etc.

To ensure the safety of our employees, contractors, and students, we ask that all employees comply with the COVID-19 safety plan. This plan will be updated as need, to insure that all workers are protected as this pandemic evolves and changes our workplaces.

Communication

We will communicate all efforts to maintain health, safety, and security in our changing workplaces. Agape' Schools will monitor new directives given and will relay any updates and changes as they arise. However, in the event that a conflict in direction from Agape' Schools and



a directive issued by local, state, or federal authorities; you should follow the directives given by the trusted authorities leading the response efforts in this global pandemic.

Group Work

Where possible, Agape' Schools will commit to encouraging all employees to avoid large group meetings, and follow any updates from the experts in the response to this pandemic, such as: CalOSHA, OSHA, CDC, WHO, etc. In order to comply with existing regulations, consider using emails, FaceTime, one-on-one meetings at a safe distance, or other technology.

Personal Protective Equipment

We will obtain and supply recommended PPE, such as: Mask, Face Shields, Gloves, Hand Sanitizers, Hand Soap and water, Protective Desk Barriers. In addition, to conducting daily temperature checks on arrival to the campus and complete daily COVID-19 questionnaire upon arrival. If subcontractors are on premises, we will work in conjunction with the employer to verify that, their employees are provided with the appropriate Personal Protective Equipment, to protect Agape' Schools Employees and Students. In addition, to conducting temperature checks on arrival to the campus and complete daily COVID-19 questionnaire on arrival.

Protective Guidelines Responsibilities

Executive Management:

- Train all employees on safety procedures, changes in workplaces, and new requirements related to COVID-19.
- Implement, monitor, and update the procedure as needed.
- Maintain compliance with this program for all employees in the workplace.
- Notify Human Resources dept., and proper authorities, if an employee tests positive for COVID-19 when made aware in timely manner.
- Encourage workers to convey anything that compromises their safety in relation to COVID-19.
- Review this plan with all employees, and maintain documentation of training.
- Identify work related health risks or exposures to COVID-19.
- Develop policies and procedures to ensure social distancing is enforced.
- Identify essential tasks required in a job that may create, or have inherent COVID-19 exposures. Convey these findings and develop/implement a plan for business operation. Monitor the plan, and make any applicable changes to procedures if an uncontrolled exposure arises.
- Monitor and use the latest COVID-19 health standards developed by trusted leaders in the COVID-19 response efforts, such as: CalOSHA, OSHA, CDC, WHO, etc.

Supervisors & Foreman

- Implement the COVID-19 safety plan to all employees.
- Monitor and investigate any possible violations of the policy.
- Assess the worksite to identify, monitor, or change any possible exposure to COVID-19.



- Notify management immediately if any workers on the site have tested positive for COVID-19, whether that individual is a member of Agape' Schools or not.
- Notify management if there are any concerns of exposure to COVID-19, or if there are existing uncontrolled hazards on the worksite.
- Convey best practices with employees and changes as they evolve.
- Do not allow any large gatherings of the people greater than the established mandates. Ensure distances are maintained from other employees and other trades on the jobsite.
- Monitor this plan, periodically asses, and convey any changes that may improve it to management.
- If an exposure is identified, the following steps should be followed:
 1. Immediately notify management & HR dept.
 2. If anyone has been in contact with an individual who has COVID-19, immediately separate them from others.
 3. Conduct an incident investigation and incident report and submit to HR dept.
 4. The infected person should stay home unless they need medical care.
 5. When seeking medical care for an individual, notify the medical provider ahead.
- Implement daily self-monitoring health screening processes for staff and students.
- Provide PPE and cleaning/sanitizing supplies for AGAPE' employees.
- Post additional signage throughout AGAPE' buildings and worksites to raise awareness regarding health and safety protocols (See Building Access and Building Common Area Usage Protocols)
- Ensure routine cleaning of frequently touched surfaces (See Disinfecting Protocol)
- Limit the size of gatherings to ensure alignment with Fresno County Department of Public Health guidance
- Consider flexible/rotating work schedules for AGAPE' employees, when possible
- Stagger assigned breaks and lunch times to avoid large gatherings.
- Implement measures encouraging physical distancing of a minimum of six feet between individuals; when physical distancing cannot be maintained, implement procedures to protect employees and students.
- Identify and evaluate COVID-19 hazards and investigate, respond, and correct these hazards in the workplace by utilizing the Injury and Illness Prevention Program (IIPP)

All Employees

The following Protection Guidelines are minimum standards and employee responsibilities that will be in place until further notice:

- Do not place your own health or other's well-being at risk. If you have been exposed to COVID-19, or if there may be a possible risk to exposure, notify your supervisor and HR dept immediately.
- Do not come to work sick, stay home and do not put others at risk.
- Practice good hygiene and follow etiquette – cover your coughs and sneezes using the elbow technique. Wash your hands with soap and water for at least 20 seconds. Or clean your hands with at least 60% alcohol based hand sanitizer.



- Do not share tools, equipment, phones, or other “high touch” instruments. Clean the surfaces of these items as frequently as possible, daily.
- If you have symptoms of COVID-19, such as (fever, cough, shortness of breath, runny nose, headache, diarrhea, fatigue, vomit, dizziness, loss of taste or smell, body aches etc.), notify your supervisor and stay home.
- If you encounter a possible exposure to COVID-19 on the jobsite, notify your supervisor immediately, do not delay with communicating.
- Ensure the proper use of all PPE and safety materials.
- Maintain a distance of 6 feet from others and avoid all gatherings in office, lunch areas and classrooms greater than the established mandates.
- COVID-19 testing will be completed often with United Health Center or with Employee personal physician at Employees’ choosing.
- Minimize close contact and no physical greetings such as a handshake or hug
- Maintain a clutter-free work surface and workstation for efficient and regular cleaning/disinfecting.
- Cover your cough with a tissue or cough into your sleeve; throw tissue in the trash after use.
- Avoid touching eyes, nose, and mouth with unwashed hands.
- If you are ill, stay home, except to get medical care, utilize your leave entitlements and return to work when symptom-free (See Return to Work/School After Illness Protocol)

General Safety

- Practice good hygiene.
- Stay home if you are feeling sick.
- Wash your hands frequently for at least 20 seconds with soap and water.
- Disinfect all commonly used items, such as: tools, doorknobs, handrails, guardrails, etc.
- Don’t shake hands.
- Avoid touching your face. Cover coughs and sneezes.
- Increase ventilation by opening windows.
- Limit or prohibit meetings and travel.
- Use teleconferencing or videos for meetings. If not possible, hold meetings in open spaces, maintaining 6 ft. of separation.
- Consider postponing large meetings or gatherings.
- Handle food carefully, limit sharing of food and water.
- Lunches and breaks should be taken separately if possible.

COVID-19 TESTING

Purpose: Agape’ is committed to the safety and well-being of our staff, students, and community. Therefore, Agape’ will be conducting COVID-19 testing in consultation with local public health officials to monitor the prevalence of COVID-19 in all Agape’ schools and meet regulatory requirements.

Testing Information:



Who: All Agape ‘employees (required) and students (voluntary) in county-ran programs on a

What: All Agape’ Employees’ are to receive Administered COVID-19 nasal swab test. (This test involves inserting a cotton swab one inch into each nostril. Detailed instructions on how to self-administer the nasal swab test will be given at the time of testing.).

Where: At United Health Center sites as determined by Department/Program leadership and Human Resources Department.

Why: To provide symptomatic, response, and/or surveillance testing. Surveillance testing will be offered to staff and students in accordance with the CDPH cadence listed below.

How: Agape’ will coordinate COVID-19 testing with a United Health Center-selected laboratory. Or Employee may schedule with their Private Physician of their choosing, if preferred (testing with United Health Centers is not required).

What is the cost?

There will be no charge to the Agape’ employee if employee is tested with partner United Health Center. Any testing done by another entity or Employees’ private Physician; the cost will be the responsibility of the Employee.

Testing cadence suggested by the State of California for K-12 Schools

Yellow CR < 1.0* TP < 2%	Orange CR 1-3.9* TP 2-4.9%	Red CR 4-7* TP 5-8%	Purple CR > 7-13.9* TP > 8%	CR > 14*
Staff & Students: Symptomatic & Response Testing	Staff & Students: Symptomatic & Response Testing	Staff & Students: - Symptomatic & Response Testing - Every 2 weeks Asymptomatic Testing	Staff & Students: - Symptomatic & Response Testing - Every 2 weeks Asymptomatic Testing	Staff: Symptomatic & Response Testing, + weekly asymptomatic testing Students: Weekly Asymptomatic (PCR or twice weekly antigen testing**

CR= Case Rate; TP = Test Positivity; PCR= Polymerase Chain Reaction

* The case rates above are adjusted case rates.

Students or staff who have tested positive for active infection with SARS-CoV-2 virus within the last 90 days are exempt from asymptomatic testing. Any school currently open is subject to the minimum testing requirement standards established by Cal/OSHA. These standards include response testing for exposed cases and outbreak testing for everyone weekly until no longer considered an outbreak.






CRITERIA FOR CLASSROOM/SCHOOL CLOSURE

Purpose: Agape’ has established criteria for closure of classrooms and schools in consultation with the Fresno County Department of Public Health (FCDPH) and in conjunction with the California Department of Public Health’s

Classroom, School and District closures will not occur before consulting with the FCDPH. The specific criteria are outlined by the FCDPH which can be found below:

Cohort/Stable Group, School, & District Closure Criteria

Cohort/Stable Group, School, and District closures will not occur before consulting with the FCDPH.

COHORT/STABLE GROUP	SCHOOL	DISTRICT
<div style="text-align: center; margin-bottom: 10px;">  </div> <p>If there is one confirmed positive case, contact tracing will be performed. The Fresno County Department of Public Health (FCDPH) will be notified.</p> <p>If there are two confirmed positive cases, contact tracing will be performed. The FCDPH will be notified and in consultation with school administration, determine if classroom should be closed.</p> <p>Scenario: A single student in a cohort/stable group tested positive for COVID-19. Response: The student who tested positive will stay home in accordance to the Return to Work/School Protocol. Any students/teachers who were in close contact will quarantine in accordance to the Return to Work/School Protocol. Any siblings that attend the same school as the positive student will be sent home to quarantine for 10 days. Any students quarantining and are healthy will continue school via Distance Learning.</p> <p>Scenario: Two students in the same cohort/stable group tested positive for COVID-19. Response: The student who tested positive will stay home in accordance to the Return to Work/School Protocol. Any students/teachers who were in close contact will quarantine in accordance to the Return to Work/School Protocol. The FCDPH will be notified and in consultation with school administration, determine whether the classroom should be closed. If the classroom is closed, FCDPH will determine the length of closure. Any students who are quarantining/isolating and are healthy, will continue school via Distance Learning.</p>	<div style="text-align: center; margin-bottom: 10px;">  </div> <p>The Fresno County Health Department will review all situations when one or more positive cases on a school campus, or three or more positive cases within a 2-week period on a school campus.</p> <p>After reviewing all information, the Fresno County Health Department in consultation with school/district administration, will determine if classroom and/or school should be closed.</p> <p>Scenario: Three or more students/staff with confirmed positive COVID-19 cases on a school campus within 14 days. Response: Students/staff who tested positive will stay home in accordance to the Return to Work/School Protocol. Any students/teachers who were in close contact with quarantine in accordance the Return to Works/School Protocol. Decisions regarding possible classroom or school closures will be made in consultation with the local health officer after consideration of factors including evidence of in-school transmission. Any student who are quarantining/isolating and are healthy, will continue school via Distance Learning.</p> <p>Other potential scenarios that may cause a school to close include:</p> <ul style="list-style-type: none"> Within a 14-day period, an outbreak has occurred in 25% or more stable groups in a school Within a 14-day period, at least three outbreaks have occurred in the school AND more than 5% of the school population is infected Any other scenario that the local health department feels is warranted for other reasons, including results from public health investigation or other epidemiological data. 	<div style="text-align: center; margin-bottom: 10px;">  </div> <p>If there are multiple programs/schools affected by confirmed positive COVID-19 cases within a district, the Fresno County Health Department in consultation with district administration, determine if school district should be closed.</p> <p>Scenario: There are multiple programs/schools affected by confirmed positive COVID-19 cases in a district. Response: A school district should close if 25% or more of schools in a district have closed for in-person instruction due to COVID-19 within a 14-day period and in consultation with the local health officer. The school district can typically reopen after 14 days, in consultation with the local health department.</p>

Based off of the FCDPH Return to School: A guide to responding to COVID-19 cases in K-12 school settings. 2020-2021
 For more information on COVID-19, please refer to the Fresno County Department of Public Health [website](#) or call at 559-600-3332.

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Staffing Options under COVID-19

All Agape’ employees are expected to report to work for their normal and customary assignments as directed by their immediate supervisor. Although the expectation is that AGAPE’ employees work predominately in-person, the following alternative staff options may be considered:



Alternative Options:

Offer flexible scheduling options to include, but not limited to:

- Telework when a reason is triggered and is a viable option.
- Certificated Classroom Teachers may only bring their own child(ren) with program administration and, when applicable, district of assignment approval must have a wavier on file with Agape' Executive Office.
- Classified staff may only bring their own child(ren) with program administration and, when applicable, district of assignment approval and must have a wavier on file with Agape' Executive Office.

TELEWORKING

Agape' recognizes that it may be beneficial for operational efficiency to designate an alternate work site/location for all or part of a work week. The underlying purposes for teleworking arrangements are to promote general work efficiencies, to continue operations during an emergency, or to accommodate other unique circumstances, such as COVID-19 as approved by the Agape' Executive Office.

Reasons to Consider Telework as a viable option:

- Relief of office and school setting space constraints.
- Providing for an additional staffing option in response to COVID-19 related reasons that employees may encounter, which are:
 - No childcare due to the child's school or program closure
 - At-risk population: 65+
 - At-risk population: chronic health condition
 - Care for At-risk population: 65+
 - Care for At-risk population: chronic health condition
 - Personal COVID-19 testing/illness/quarantine

When a telework reason is triggered, it may be permitted on a discretionary basis when:

- It is determined by CEO, in conjunction with Human Resources Coordinator, that telework is suitable for position.
- Employee has consistently demonstrated the ability to work independently.
- Employee is meeting performance expectations.
- Work arrangement does not hinder Agape' operations.

Telework is at the sole discretion of the Employer.

Public Space Cleanliness

Dedicated areas, facilities, and equipment that are used by one or more person should be cleaned daily upon arrival as often as needed throughout the day and upon departure by Employees (personal work area), and Janitorial Staff (entire school site), as followed:



- Disinfect surfaces like doorknobs, tables, shared equipment, desks, faucets, and handrails regularly.
- Alcohol based solutions that contain at least 60% alcohol should be used to clean surfaces.
- Use proper PPE when sanitizing, such as disposable gloves. When removing PPE, first safely remove and dispose of gloves. Immediately clean your hands.
- Posting of signs and tape to prevent workers from congregating in public spaces. Closely monitor social distancing practices in these areas.
- Consider staggering employee breaks.
- Make sure that shared spaces have good airflow, such as by an air conditioner or an open window.
- Use high performing COVID-19 disinfect sprayer daily before and after each workday and between classroom padding periods.
- Use UV light disinfect machine daily.

BUILDING ACCESS PROTOCOL: Agape' EMPLOYEES AND VISITORS

Purpose: To inform Agape' employees of the standards when entering Agape' owned and/or operated buildings to ensure the health and safety of employees and visitors.

Building Preparation

- Signs will be posted at main entrance doors with health and safety reminders.
- Six-foot distance markers will be placed at main entrances and other areas where lines may form in Agape' buildings, as appropriate.
- Physical barriers will be used when a minimum of six feet of physical distance cannot be maintained.
- Hand sanitizer will be available at main entrances and other locations as appropriate, of Agape' buildings.
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Protocol for Entering an Agape' Building

- All visitors must enter the main building entrance when they visit an Agape' building.

Visitors

- Departments are highly encouraged to schedule appointments in advance for all visitors; walk-in visitors will be seen at the discretion of the department.
- All visitors will be expected to self-certify their health status before entering an Agape' building or school site by answering the COVID-19 health questionnaire.
- The Front Reception is required to contact a department staff member prior to sending visitor to their destination.
- When department staff member greets their visitor at the main entrance, they are expected to provide health screening questionnaire before visitor can processed for appointment and temperature must be taken and logged on questionnaire.



BUILDING COMMON AREA USAGE PROTOCOL

Purpose: To provide guidance for staff on protocols for usage of common areas.

Common areas are unique areas that will require modifications, both physically and procedurally, to minimize potential exposure. Disinfection of all common areas has been intensified. Because these areas may be accessed by others at any time and maintaining six feet of distance may not always be possible, employees must wear face coverings in all common areas, except when eating, and limit the timeframe to preferably less than 15 minutes.

LOBBIES AND WAITING AREAS

Excess furniture will be removed or identified as not for use. Remaining furniture will be spread out to meet physical distancing guidelines. Physical barriers will be put in place as appropriate at reception desks. Signage will be posted regarding self-certified health screenings, hand hygiene and physical distancing.

MEETING ROOMS

The capacity of meetings rooms is reduced to accommodate physical distancing. All Staff meetings will be conducted via zoom on-line.

HALLWAYS

Because hallways may not be wide enough to allow passing while maintaining six feet of distance, face coverings shall be worn. Do not linger in hallways or engage in conversations as this will make the area more congested.

RESTROOMS

Restrooms are to be stocked at all times with sufficient supplies, particularly hand soap and hand sanitizers. Adjacent urinals and sinks may be taken out of service to maintain physical distancing. If a multiple person restroom is already occupied, consider using a different restroom or waiting if physical distancing cannot be maintained.

BREAK ROOMS

Staff are encouraged to eat their meals in their office or outdoors at a safe social distance. Breakroom seating capacity is not allowed. Facial coverings may be removed while eating. Shared items should be taken out of service. Shared items include, but are not limited to, condiments, seasonings and toasters. Coffee stations, water dispensers, microwaves and refrigerators may be available for staff use. Staff is strongly encouraged to use proper sanitizing procedures before and after using any shared appliance. Signage encouraging proper hygiene and food safety practices as well as Physical distancing will be placed in break rooms.

HEALTH SCREENING SELF-CERTIFICATION PROTOCOL

Purpose: Agape' will implement a health screening process on a daily basis for all employees, students and visitors prior to entering Agape' office and school settings as a preventive measure to mitigate the spread COVID-19.



EMPLOYEE HEALTH SCREENING

All Agape' employees who report to an Agape' work site/location (in-person) are required to "self-certify" their health, on a daily basis, by answering the questions below prior to entering their assigned work location:

Do you have:

1. Fever and/or chills (thermometers are available for employee use at building entrances)
2. A new or worsening cough
3. Shortness of breath
4. Loss of taste and/or smell
5. Congestion and/or runny nose
6. Sore throat
7. Fatigue
8. Muscle and/or body aches
9. Headache
10. Nausea/vomiting and/or diarrhea
11. To your knowledge, have you had close contact with anyone diagnosed with COVID-19 in the past 14 days?

If employee has any listed symptoms but NO temperature:

- **If symptoms are secondary to an underlying disease(s) or condition(s), such as allergies, asthma, migraine headaches, or dietary concern(s), and have not worsened compared to baseline, then the employee can continue to work and follow precautions as stated above.**
- If symptoms are new, stay home and contact immediate supervisor for further instructions.

If employee answers "no" to the questions above and temperature is less than 100.4, they can report to work. Agape' employees will be expected to adhere to the following precautions:

- Wash hands with soap and water or alcohol-based sanitizer before starting work and frequently throughout the day.
- Practice social distancing, sit and/or stand at least six feet from other people.
- Do not shake hands or hug people, and do not share food or drinks.
- Avoid touching eyes, nose, and mouth with unwashed hands.
- Sanitize work area before leaving each day.
- Practice good respiratory etiquette (cover cough and sneezes with a tissue or into sleeve)
- Contact immediate supervisor and leave work immediately if employee starts to feel feverish or have respiratory symptoms.

If employee has fever of 100.4 or higher:

- Stay home and contact your immediate supervisor for further instructions.

In an effort to ensure all Agape' employees complete their daily self-certification prior to beginning their workday, employees will be prompted with health screening questions upon arrival each day.



STUDENT SCREENING

Parents/Guardians of Agape'-run school programs will be informed on the need to certify their child's health before their child reports to school each day. Parents/Guardians are to assess the following.

Does my child have:

1. Fever and/or chills
 2. A new or worsening cough
 3. Shortness of breath
 4. Loss of taste or smell
 5. Congestion and/or runny nose
 6. Sore throat
 7. Fatigue
 8. Muscle and/or body aches
 9. Headache
 10. Nausea/vomiting and/or diarrhea
 11. To my knowledge, has my child had close contact with anyone diagnosed with COVID-19 in the past 14 days?
- If the parent/guardian answers "no" to all questions, they can allow their child to come to school.
 - If the parent/guardian answers "yes" to any of the questions, they will need to stay home and consult with their doctor.

When student arrives on campus, staff will take student's temperature. If the temperature is over 100.4, the student will be sent home.

VISITORS SCREENING

Health Screening: When possible, any visitor coming will be educated on the need to self-certify their health before coming to an Agape' building or school site. Visitors are expected to self-certify by completing COVID-19 questionnaire form the following questions regarding their own health:

Do you have:

1. A fever and/or chill
2. A new or worsening cough
3. Shortness of breath
4. Loss of taste or smell
5. Congestion and/or runny nose
6. Sore throat
7. Fatigue
8. Muscle and/or body aches
9. Headache



10. Nausea/vomiting and/or diarrhea

11. To your knowledge, have you had close contact with anyone diagnosed with COVID-19 in the past 14 days?

- If the visitor answers “no” to all questions, they may enter the Agape’ office/school setting
- If the visitor answers “yes” to any of the questions, they should stay home and make other arrangements.

When the visitor arrives on campus, temperature will be taken, before processing with appointment. If the temperature is over 100.4, the visitor will be asked to return when they are no longer symptomatic.

RETURN TO WORK/SCHOOL AFTER ILLNESS PROTOCOL: STAFF

Purpose: To provide guidance on when to allow an employee to return back to work after showing signs of a fever and respiratory illness.

To assure that employees are free from fever and respiratory illness or completely recovered from COVID-19 confirmed illness before returning to school and work. Case management of ill staff assures staff only return to work/school when safe to do so.

CRITERIA FOR RETURN TO WORK AFTER NON COVID-19 RELATED FEVER OR ILLNESS

For non-COVID related fever or illnesses, staff may return to work after 14 calendar days have passed since ONSET of symptoms and after 24 hours since recovery from non-COVID-19 like-symptoms, without the use of medication. If primary care physician diagnoses a staff member with a medical condition that is not related to COVID-19, a physician’s note can allow staff member to return to work sooner than 14 days as long as they are symptom-free.

CRITERIA FOR RETURN TO WORK AFTER CONFIRMED POSITIVE COVID-19 TEST

In accordance with the Fresno County Department of Public Health (FCDPH), staff may return to work after a positive COVID-19 test, as soon as the following criteria is met:

- If tested positive for COVID-19 and ASYMPTOMATIC, they can return to work:
 - **Time-based strategy.** Can return to work if:
 - 14 days have passed since the date of their first positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms since their positive test. If they develop symptoms, then the symptom-based (and in some special cases test-based strategy in consultation with physician/infectious disease specialist) should be used.
 - Must provide a negative COVID-19 test in writing from Testing center or physician documentation.
 - **Time-based strategy for severely immunocompromised.** Can return to work if:
 - 20 days have passed since the date of their first positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms



- since their positive test. If they develop symptoms, then the symptom-based (and in some special cases test-based strategy in consultation with physician/infectious disease specialist) should be used.
- Must provide a negative COVID-19 test in writing from Testing center or physician documentation.
 - Tested positive for COVID-19 and SYMPTOMATIC, they can return to work:
 - Symptom-based strategy. Can return to work if:
 - At least 14 days have passed since symptoms first appeared and at least 1 day (24 hours) have passed since last fever without the use of fever-reducing medications and
 - Other symptoms (e.g., cough, shortness of breath, body aches, etc.) have ended.
 - Must provide a negative COVID-19 test in writing from Testing center or physician documentation.
 - **Symptom-based strategy for severe to critical illness or who are severely immunocompromised.** Can return to work if:
 - At least 20 days have passed since symptoms first appeared and
 - At least 1 day (24 hours) have passed since last fever without the use of fever-reducing medications and
 - Other symptoms (e.g., cough, shortness of breath, body aches, etc.) have ended.
 - Must provide a negative COVID-19 test in writing from Testing center or physician documentation.

CRITERIA FOR RETURN TO WORK AFTER EXPOSURE TO A CONFIRMED POSITIVE COVID-19 PERSON

All asymptomatic close contacts less than 6 feet for more than 15 minutes (cumulative per day) may discontinue quarantine after Day 14 from the date of last exposure with testing. If close contact develops symptoms, the close contact will need to isolate for 14 days from the start of symptoms.

All close contacts released from quarantine before Day 14 must:

- Self-monitor for COVID-19 symptoms through Day 14 and if symptoms occur, immediately self-isolate and inform Supervisor and HR department of symptoms developing.

ROLE OF SCHOOL Medical Assistant AND/OR/CONTACT TRACER

Once alerted to a fever or respiratory illness in a student or staff, a member of the health staff or contact tracer should communicate with the individual to obtain information about onset of symptoms, specific symptoms, and any other pertinent information regarding the illness.

- Health staff should call staff daily to check on symptoms and to offer support to the ill individual.
- Once ill individual meets criteria listed above, the school Executive Staff along with HR department will clear the staff member to return to work.



Purpose: The following shall be the protocol for wearing a face covering while in an Agape' facility as a measure to mitigate the spread of COVID-19.

Agape' Employees

Face coverings must be worn in Agape' facilities when not alone in an enclosed workspace. Employees may remove face coverings when alone in an office. Face coverings must be readily accessible and donned in the event any other person enters employee workspaces, and when travelling through Agape' facilities.

An appropriate face covering is one that covers the nose and mouth. It may be secured to the head with ties or straps or simply wrapped around the lower face. It may be made of a variety of materials, such as cotton, silk or linen. Acceptable cloth face covering options include, but are not limited to:

- Face covering provided by Agape'
- Face shield with a cloth drape on the bottom

A cloth face covering that no longer covers the nose or mouth; has stretched out or damaged ties or straps; cannot remain securely attached to a person's face; has holes or tears in the fabric; and/or obstructs an employee's vision do not comply with this protocol. An employee or member of the public must immediately replace their face covering when damaged or leave the facility.

Employees who choose to use a surgical mask may do so as long as the surgical mask is in good condition and can remain securely attached to the employee's face. If employees choose to wear

Agape' Visitors

Visitors must wear a face covering when entering and moving about Agape' facilities. Visitors may remove face coverings when alone.

DISINFECTING PROTOCOL

Purpose: To provide information on intensified disinfecting efforts during the COVID- 19 pandemic.

In both school and office settings serviced by a Janitorial, high-touch surfaces in common areas will be disinfected three times per day. In the office setting, staff may utilize disinfecting supplies that will be provided at stations around offices to disinfect computers, monitors, mouse and keyboards and personal workspaces. In the school setting, staff will be provided disinfecting supplies as appropriate.

All product label instructions shall be followed by anyone using a disinfecting product, paying attention to appropriate Personal Protective Equipment (PPE) and required product dwell time to effectively disinfect.

OFFICE SETTINGS



- Common area high-touch surfaces will be disinfected three times a day; these areas include door handles and panic hardware, counters, handrails, light switches, breakroom tables, microwaves, and refrigerator handles; between contracted custodial company will disinfect during the routine nighttime service where assigned.
- At all office locations, disinfection stations with cleaning supplies, PPE and product use instructions are available to staff to disinfect work areas whenever desired.

SCHOOL SETTINGS

Important: Disinfectants should not be applied on items that children might put in their mouths. Cleaning toys and other items used by children should be done with soap and water or an appropriate sanitizing solution.

Agape' School Sites):

Agape' Janitorial staff will disinfect high-touch surfaces in all common areas, including door handles, light switches, reception area and restrooms, three times day. Classrooms, including student desks, student chairs, trash cans, in-classroom restrooms and all hard surface flooring will be disinfected one time per day.

Items such as student manipulatives, toys, equipment, teacher/paraprofessional desks and chairs or items not listed above are the responsibility of the teacher/paraprofessional to clean or disinfect. Disinfecting supplies are available to staff in designated areas or by contacting the site Janitor.

All classrooms and bathrooms are fogged with a probiotic spray 10 time per week or as needed. This probiotic fogging is not a substitute for disinfecting with a product on the EPA list of approved disinfectants but is an additional step to eliminate biofilm that can protect bacteria and viruses.

DISINFECTING AFTER A CONFIRMED COVID-19 CASE

After identification of a confirmed COVID-19 positive case in an office or school setting, cleaning and disinfecting of the spaces where the case spent significant time will be arranged. This will be done after staff have left for the day.

Agape' EMPLOYEE COVID-19 EXPOSURE RESPONSE PLAN

Purpose: Agape' recognizes the importance of responding quickly and appropriately to possible or confirmed COVID-19 exposure to an Agape' employee. Therefore, the Agape' has created, a plan to ensure employees know and understand who to notify and what will occur in response. The was created to protect confidential health information, including the identity of affected individuals.



PROCESS FOR EMPLOYEES TO REPORT COVID-19 RELATED ILLNESS

Purpose: Agape' has established a *First Notice Reporting* process to ensure all employees report a COVID-19 Related Illness in a consistent, timely manner.

Employees are expected to report a COVID-19 Related Illness to Agape' when:

- You have experienced COVID-19 related symptoms, **OR**
- You were alerted that you are considered a close contact to a positive COVID-19 case, **OR**
- You have tested positive for COVID-19, or after being identified as a close contact are awaiting COVID-19 test results.

Employees are expected to follow the steps as indicated below:

1. Promptly notify your immediate supervisor that you are going to report a COVID-19 related illness.
2. **Immediately** report all COVID-19 Related Illnesses as indicated above by communicating to Supervisor and HR department via e-mail at fwashington@agapeschools.org OR by phone (559) 486-1166.
3. Provide the following information when you email or call to ensure timely reporting:
 - a. First and Last Name
 - b. Your Email and Phone Number
 - c. Reason for Report (*e.g., experiencing COVID-19 symptoms, close contact, tested positive for COVID-19, or awaiting COVID-19 test results*)
 - d. School Site location
 - e. Actual Work Location (*e.g., worksite and room number, if applicable*)
 - f. Actual date you last worked in-person
 - g. Actual date you last teleworked
4. Human Resources Department will answer your email/call and assist in determining appropriate next steps.
5. **Thank you!** We rely on your action to help mitigate the spread of COVID-19.



SYSTEMS FOR COMMUNICATION

Purpose: To ensure Agape' has effective two-way communication with employees, labor representatives, and parents/guardians regarding COVID-19 related issues.

AGAPE' uses the Return-to-Work Toolkit as a vehicle to communicate the following to stakeholders:

- Reporting of COVID-19 symptoms
- How to identify and report symptoms and hazards that employees may be exposed to within the workplace without fear of reprisal using the procedure outlined in the IIPP
- Agape; procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness
- Agape' procedures on access to COVID-19 testing including asymptomatic, symptomatic or response testing

If a positive case is identified in the workplace, employees will be notified without disclosing the name of the individual or any personally identifiable information about the person to ensure compliance with privacy laws.



**COVID-19: Employee Return to Work Toolkit
Acknowledgement**

I, _____, confirm and acknowledge I have read Agape's Return to Work Toolkit in its entirety and watched the Training Video regarding COVID-19 safety, in the workplace. By signing this acknowledgement below, I further agree and acknowledge, that I will adhere to all policies and protocols stated.

In the event further understanding needed, I understand that I can contact the Human Resources Department for further questions.

Signature

Date: