

Shasta Head Start Child Development, Inc. Injury and Illness Prevention Program (IIPP)

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I. Introduction

Shasta Head Start has developed and implemented this written Injury and Illness Prevention Program (IIPP) as part of our health and safety program. The work performed by Shasta Head Start's personnel is varied, both in nature and location. Under all circumstances, it is the intent of Shasta Head Start to:

- Comply with the requirements and spirit of the California Code of Regulations, Title 8
- Provide a safe and healthy work environment for employees

Accordingly, effective April 1, 2003, Shasta Head Start has implemented this IIPP in compliance with Senate Bill 198, encoded as Labor Code 6401.7 and the California Code of Regulations (CCR), Title 8, Section 3202. Shasta Head Start expects and requires all employees to follow the requirements set forth in this IIPP.

This program represents the policy and commitment of the Board of Directors, Executives, Management, and employees of Shasta Head Start Child Development, Inc. to work together to ensure a safe work environment which fully complies with California Code of Regulation, Title 8, Division 1, Chapter 4, Subchapter 7, General Industry Safety Orders, Section 3202.

II. Responsible Person

Shasta Head Start has designated the Human Resource Manager as the Responsible Person for the IIPP. It is the responsibility of this person to ensure overall implementation of the IIPP. In addition, supervisors have responsibility of enforcement of this program.

Employer Information: (8 CCR; 3203(a))

- *Organization* Shasta Head Start Child Development, Inc.
- *Address* 375 Lake Boulevard, Suite 100, Redding, CA 96003
- *Type of Business* Early Child Development
- *Responsible Person* Human Resource Manager
- *Alternate Person(s)* Supervisors, Operations Director

The duties of the responsible person are to:

- Identify and evaluate workplace hazards, including procedures for investigating occupational injuries and illnesses
- Establish and/or review methods and procedures for correcting unsafe and/or unhealthy conditions and work practices
- Ensure that employees receive training programs on general and specific safety and health practices for the company and on each of their job assignments

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- Ensure that there is a procedure for communicating Shasta Head Start's safety and health rules and procedures to employees
- Ensure compliance with safety and healthy work practices
- Ensure that records on training, inspections, and corrective measures are properly maintained, as required by this IIPP and other CAL/OSHA-required programs in accordance with Title 8 CCR

III. Employee Compliance/Disciplinary Policy (8 CCR 3203(a)(2))

Under Shasta Head Start's policy, all employees are required to follow agency safety policies and operating procedures. When needed, employees will be provided with additional training and information or re-training to maintain their knowledge.

The discipline policy of Shasta Head Start is intended to encourage employee compliance with our IIPP and to comply with the mandate of California Labor Code 6401.79(a)(6).

Shasta Head Start believes that employees found performing work in an unsafe manner that would endanger themselves or another employee shall be subject to discipline or termination by management.

The management of Shasta Head Start will determine the course of action best suited to the circumstances. In each situation the supervisor will consider the severity of the problem and the employee's past performance to determine what discipline is necessary. Depending on the severity of the findings, and according to the supervisor's discretion, an employee may be disciplined in any of the following ways:

- Verbal Warning
- Written Warning
- Termination

Each disciplinary action will be clearly documented in the employee's personnel file. The documentation will clearly state the safety policy that was violated and steps the employee must take if it is to be corrected.

IV. Identify and Evaluate Workplace Hazards (8 CCR 3203(a)(4))

The goal of the IIPP is to identify and evaluate unsafe work conditions and practices so that accidents, injuries, and job-related illnesses are minimized, if not completely eliminated. To this end, Shasta Head Start has instituted the procedures described in this section of the IIPP.

The principle approach to reducing accidents is through periodic scheduled and unscheduled inspections. Inspections are conducted to comply with the Safe Work Practices and other safety requirements and to identify and investigate any additional hazards,

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incidents, injury or illness cases, and unusual occurrences. Inspections will be conducted as follows:

1. Human Resources and designated Shasta Head Start site personnel are to conduct site inspections by utilizing appropriate safety checklists
 - a. General inspections of sites are to be conducted at a minimum of each quarter at all worksites
 - b. Inspections will be documented in written forms (e.g., safety checklists)
2. Shasta Head Start's system for identifying, evaluating, and preventing occupational safety and health hazards includes the following:
 - a. Compliance with all applicable General Industry Safety Orders and other Safety orders that apply to Shasta Head Start
 - b. Investigation of all accidents, injuries, illnesses, and unusual events that occur
 - c. Periodic and scheduled inspection of general work areas and specific workstations
 - d. Evaluation of information provided by employees
3. General inspections of potential hazards are to be conducted in the following work areas:
 - a. Classrooms
 - b. Offices
 - c. Kitchens
 - d. Meeting rooms
 - e. Buses/agency vehicles
 - f. Maintenance operations
 - g. Storage

V. Accident, Injury, and Illness Investigations

When accidents, injuries, or illness, which require medical care, occur on the job, they will be thoroughly investigated by the Responsible Person or the job supervisor. Investigators will complete the Accident Investigation form, which is attached in this IIPP.

- Investigations shall be conducted by the immediate supervisor as soon as possible after the accident, injury, illness, or unusual occurrence is reported.
- Investigations are to be documented on the Accident Investigation form and the Supervisor's Report of Accident and other appropriate forms. These forms are located in this IIPP.

The investigation will determine at least the following:

- Who and what was directly involved in the accident
- Who and what was indirectly involved in the accident
- Where and when the accident occurred
- The cause of the accident, if known

- Steps/procedures to take to prevent re-occurrence, if known

VI. Methods and Procedures for Correcting Unsafe or Unhealthy Conditions and Work Practices (8 CCR 3203 (a)(6))

All unsafe or unhealthy work conditions or work practices identified will be evaluated and corrected.

Unsafe or unhealthy work conditions or work practices will be corrected in a timely manner, as determined by the severity of the hazard. Under no conditions will Shasta Head Start personnel be required to, or permitted to, work under conditions which pose a clear or imminent hazard.

Problems that cannot be corrected immediately will be assigned to the Responsible Person to ensure completion of the corrective action. Once corrected, written documentation of the action taken will be developed or obtained by the Responsible Person.

When an imminent hazard exists, which cannot be immediately corrected without endangering employees and/or property, the following steps will be followed:

1. Remove all potentially endangered employees
2. Provide necessary safeguards to the employees responsible to correct the condition
3. Correct the problem
4. Document the corrective action and date corrected in accordance with this Section. The documentation is to be completed by the Responsible Person or his/her designee. Documentation will be maintained on file by the Responsible Person.

Unsafe or unhealthy work conditions needing corrective action will be documented by using Shasta Head Start forms. The form(s) will identify:

- The hazard and the corrective action to be taken
- The person responsible to perform the corrective action
- The date of expected completion

Unsafe work practices will be immediately corrected by providing the affected employees with re-training to be provided by the Responsible Person or their designee.

VII. Training

All employees shall receive training and instruction in the following areas:

- General safety and health work practices
- Specific instruction with respect to hazards unique to the job assignment

Training of employees at Shasta Head Start as to this IIPP shall occur:

- When program is first established

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- To all new employees
- Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard
- Whenever Shasta Head Start is made aware of a new or previously unrecognized hazard(s)

In accordance with this IIPP, training shall be provided by the assigned person(s) at each location on a quarterly basis.

This IIPP shall be made an integral part of existing occupational safety and health training programs at Shasta Head Start. Additional training shall be provided to supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed.

VIII. Communication of Safety and Health Matters (8CCR 3203 (a)(3))

The elements of the Shasta Head Start IIPP and all aspects of its safety and health program shall be communicated in a readily understandable manner to all employees.

It is the policy of Shasta Head Start to encourage all employees to report hazards existing at their worksite to their supervisor or the Responsible Person so that corrective action can be taken in a timely manner.

Employees who report such conditions will not be disciplined for reporting their concerns, nor will they suffer any retaliation due to their actions.

Employees shall be kept informed of the requirements of the IIPP through the use of safety meetings, training programs, and written communications. If necessary, a suggestion box can be placed in an accessible location. Safety meetings will be conducted quarterly at all sites. Minutes of the meeting will be recorded.

1. Communication of safe working conditions, work practices, and required personal protection equipment is included in initial and subsequent trainings.
2. Other forms of employer to employee communications of safety topics include posters, letters, safety meetings, etc.
3. Employees will be advised that safe work conditions, safe work practices, and required personal protective equipment is mandatory.
4. Discipline for non-compliance will be in accordance with Shasta Head Start's policies and procedures.
5. Shasta Head Start will solicit safety information from employees as suggestions for improvement through the safety meetings conducted quarterly. These suggestions may be anonymous.

IX. Maintenance of Records

Shasta Head Start will keep records of the actions taken to implement and maintain this IIPP. The records will be maintained on file for a minimum of three (3) years. The records kept by Shasta Head Start relating to this IIPP will not adversely affect the retention of medical and exposure records in accordance with Title 8, California Code of Regulations, Section 3204, "Access to Employee Exposure and Medical Records".

Records of scheduled and unscheduled periodic inspections as well as other records, including methods used to identify and evaluate workplace conditions and work practices, shall also be retained.

Records relating to the IIPP shall include at a minimum, person(s) conducting the inspection or evaluation, the unsafe conditions and work practices that have been identified, and actions taken to correct the identified condition or work practice.

Records and documentation of safety and health training shall include at a minimum, the name of employee, date of training, training topics, training format and instructor. All written records will be maintained for three (3) years.

X. Code of Safe Practices – General Office/Industry

It is Shasta Head Start's policy that everything possible will be done to protect employees, clients, and visitors from incidents. Safety is a cooperative undertaking requiring participation from every employee. Failure by any employee to comply with safety rules will be grounds for corrective discipline. Supervisors shall insist that employees observe all applicable agency, state, and federal safety rules and practices and take action as is necessary to obtain compliance.

To carry out this policy employees shall:

- Report all accidents, injuries, and illnesses to your supervisor immediately
- Report all unsafe equipment and conditions to your supervisor
- Anyone known to be under the influence of intoxicating liquor or drugs shall not be allowed on the job while in that condition and could be subject to disciplinary actions up to and including termination
- Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well-being of the employees are prohibited
- In the event of fire, sound alarm and evacuate
- Upon hearing fire alarm, stop work, proceed to the nearest clear exit, and gather at the designated location
- Only trained workers may attempt to respond to a fire or other emergency
- Exit doors must comply with fire safety regulations during business hours
- All exits shall be kept unblocked, well-lit, and unlocked during work hours

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- Stairways should be kept clear of items that can be tripped over; all areas under stairways that are egress routes should not be used to store combustibles
- Materials and equipment will not be stored against doors, exits, fire ladders, or fire extinguisher stations
- Aisles must be kept clear at all times
- Work areas should be maintained in a neat and orderly manner; trash and refuse are to be thrown in proper waste containers
- When working at a computer workstation, have all pieces of furniture adjusted, positioned, and arranged to minimize strain on all parts of the body
- All spills shall be wiped up promptly
- Files and supplies should be stored in such a manner as to preclude damage to the supplies or injury to personnel when they are moved; heaviest items should be stored closest to the floor and lightweight stored above
- Equipment such as scissors, staplers, etc., should be used for their intended purposes only and should not be misused as hammers, pry bars, screwdrivers, etc.; misuse can cause damage to the equipment and possible injury to the user
- All cords running into walk areas must be taped down or inserted through rubber protectors to preclude them from becoming tripping hazards
- Never stack material precariously on top of file cabinets or other high places
- Never leave desk or cabinet drawers open as they could present a tripping hazard; use care when opening and closing drawers to avoid pinching fingers
- Do not open more than one upper drawer of a filing cabinet at a time, particularly the top two drawers on tall file cabinets
- Always use the proper lifting technique – never attempt to lift or to push an object, which is too heavy; get assistance when help is needed to move a heavy object
- When carrying material, caution should be exercised in watching for and avoiding obstructions, loose material, etc.
- All electrical equipment should be plugged into appropriate wall outlets or into an extension of only one cord of similar size and capacity; three-pronged plugs should be used to ensure continuity of ground
- Report exposed wiring and cords that are frayed or have deteriorated insulation so that they can be repaired promptly
- Maintain sufficient access and working space around all electrical equipment to permit ready and safe operation and maintenance
- Do not use portable electrical tools and equipment that are not grounded or double insulated
- Individual heaters at work areas should be kept clear of combustible materials such as drapes or waste from wastebaskets; newer heaters, which are equipped with tip-over switches, should be used
- Appliances such as coffee pots and microwaves should be kept in working order and inspected for signs of wear, heat, or fraying of cords
- Fans used in work areas should be guarded; guards must not allow fingers to be inserted through the mesh; newer fans are equipped with proper guards

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- Cleaning supplies should be stored away from edible items on kitchen shelves
- Cleaning solvents and flammable liquids should be stored in appropriate containers
- Solutions that may be poisonous or not intended for consumption should be kept in well-labeled containers
- Inspect motorized vehicles and other mechanized equipment daily or prior to use
- Shut off engine and set brakes prior to loading and unloading vehicles

**Acknowledgement of Receipt & Review of Injury and Illness Prevention Program
(IIPP)**

I have received my copy of Shasta Head Start's Injury and Illness Prevention Program (IIPP). I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in this IIPP.

The attached copy of the IIPP is for you to keep. Please sign and date below and return this page to the Human Resource Department.

Employee Print Name

Employee Signature

Date

Verbal Safety Warning Notice

Employee Name: _____ Date: _____

Position: _____ Location: _____

Description of safety violation that took place requiring a verbal warning: _____

Print Supervisor Name & Position

Supervisor Signature

Date

**Employee Safety Violation
Written Notice**

Employee Name: _____ Date: _____

Position: _____ Location: _____

Your performance has been found in violation of our safety policy for the reasons set forth below.

Description of problem requiring improvement or correction (including specific dates and examples): _____

Specific changes in performance/behavior required and the time frame in which they must occur: _____

Date of follow-up evaluation of problem and correction: _____

Failure of employee to correct problem may result in further disciplinary action up to and including termination of employment.

Employee comments: _____

I have received and reviewed this warning and informed that a copy of this notice will be placed in my personnel file.

Employee Signature

Date

A copy of this warning was personally delivered to the above employee by: _____

Supervisor comments: _____

Print Supervisor Name & Position

Supervisor Signature

Date

Safety Checklist: Housekeeping
Complete this prior to quarterly safety meeting

Date of Inspection: _____ Inspector: _____

Item	1	2	3	Comments
Floors clean and safe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Toxic cleaners and agents locked up	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Furniture and equip. free of sharp/loose objects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Storage areas free of clutter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Plug covers on outlets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Toys clean and safe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Smoke detectors inspected (bi-monthly)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Pets cleaned and well cared for (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Furniture stable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Outside Inspection				
Equipment safe and in good repair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Walkways free of sand/bark chips	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Sand box inspected for hazardous foreign materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Drinking fountain clean and sanitary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Fence in good condition/gate closed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

1. *Satisfactory*
2. *Needs some attention*
3. *Needs immediate attention*

On items that require immediate action put down action taken to insure a safe environment.

Action Taken

Maintenance Request # (if applicable): _____

Please submit a copy to the HR Department upon completion.

Employee's Safety Suggestion

Employee's Name: _____ Date: _____

Supervisor's Name: _____ Location: _____

Current practice or condition:

Suggestion(s) to improve condition:

Benefit(s) expected from change:

For Human Resource's Use

Action taken: _____

If no action taken, explain why: _____

☐ Brought to attention of Maintenance ☐ Notified employee of action taken

Supervisor's Report of Incident

Injured Employee: _____

Date of Incident: _____ Time of Incident: _____

Describe the incident and place it occurred: _____

The incident resulted in:

☐ No treatment: _____

☐ First aid given: _____

☐ Medical treatment at: _____

This Incident resulted in:

☐ _____ hours, _____ days loss of work

☐ No loss of work

The following steps have been taken to prevent this type of incident from happening again: _____

Print Supervisor Name & Position

Supervisor Signature

Date Reported

Complete this form, make a copy, and bring original to the HR Dept. or fax to (530) 241-2081.

Accident, Injury, and Illness Investigation Form

(Page 1 of 2)

Person(s) conducting investigation: _____

Title(s): _____ Date of Accident/Injury/Illness: _____

Name(s) of affected employee(s): _____

Work Area: _____ Center: _____

Type of Accident/Injury/Illness and Body Part Affected: _____

Describe how incident occurred: _____

What workplace condition, work practice, or protective equipment contributed to the incident? _____

Was a Code of Safe Practice violated? ☐ Yes ☐ No

If yes, which one? _____

Will an additional code of safe practice be needed? ☐ Yes ☐ No

If yes, state: _____

Was the unsafe condition, practice, or protective equipment problem corrected immediately? ☐ Yes ☐ No

If no, what has been done to assure correction? _____

Accident, Injury, and Illness Investigation Form

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Until corrected, what actions have been taken to prevent recurrence in the interim? _____

Will the inspection checklist require modification to prevent recurrence? ☐ Yes ☐ No

If yes, what will be added? _____

What corrective actions will prevent another occurrence? _____

Date correction is to be made by: _____

Print Investigator Name & Position

Investigator Signature

Date Reported

Print Person Responsible for Correction Name & Position

Person Responsible Signature

Date Received

Print Human Resource Manager Name

Human Resource Manager Signature

Date



Shasta Head Start COVID-19 Mitigation Policy

Updated: 5/1/2024

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Shasta Head Start COVID-19 Mitigation Policy

Introduction

COVID-19 is a recognized hazard in our workplace. The following COVID-19 mitigation policy, along with its procedures and forms, will help support a safe and healthy environment for children, families, and staff. These procedures were written in accordance with California Department of Public Health Guidance for Child Care Programs and Providers, Office of Head Start regulations, and Cal/OSHA Standards. Policy may need to be modified when revised guidance is provided by Office of Head Start, California Department of Social Services (including Title 22 health and safety practices), California Department of Public Health, Cal/OSHA, and/or the Governor's Office of the State of California.

Definitions

The following definitions are related to COVID-19. Questions regarding these definitions should be addressed to the HR Manager or Health Services Manager.

COVID-19 Case

COVID-19 case refers to a person who has tested positive for COVID-19, has a positive COVID-19 diagnosis from a licensed health care provider, or is subject to a COVID-19-related order to isolate issued by a local or state health official.

COVID-19 Symptoms

COVID-19 is an airborne infectious disease that may or may not cause symptoms. The most common COVID-19 symptoms are 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.

COVID-19 Test

A test for SARS-CoV-2 that is cleared, approved, or authorized including in an Emergency Use Authorization (EUA) by the United States Food and Drug Administration (FDA) to detect current infection with the SARS-CoV-2 virus. Additionally, the test must be administered in accordance with the authorized instructions.

Infectious Period

The timeframe in which a person who has tested positive for COVID-19 is infectious.

For symptomatic individuals, the infectious period begins two days prior to symptom onset.

For asymptomatic individuals, the infectious period begins two days prior to the positive test date.

For symptomatic COVID cases, the infectious period is assumed to go through 24 hours from symptom onset. The individual must be fever free for 24 hours without the use of fever-reducing medication and symptoms must be mild and improving before returning to work.

Close Contact/Exposure

In indoor spaces of less than 400,000 cubic feet per floor, a close contact is defined as sharing the same indoor airspace as a COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period during the COVID-19 case's infectious period, regardless of the use of face coverings.

In indoor spaces of greater than 400,000 cubic feet per floor, a close contact is defined as being within six feet of the COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period during the COVID-19 case's infectious period, regardless of the use of face coverings.

Offices, vehicles, rooms, break or eating areas, bathrooms, or other spaces that are separated by floor-to-ceiling walls are considered distinct indoor spaces.

NOTE: All Shasta Head Start facilities are less than 400,000 cubic feet per floor. However, some trainings and/or events may take place at locations 400,000+ cubic feet per floor. The HR or Health Manager will ensure the appropriate information is provided to staff/families based on the location and circumstances of the exposure.

Face Covering

Per OSHA and CDC guidance, safe and acceptable face coverings meet the following criteria:

- A solid piece of material without slits, visible holes, or punctures, and must fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face
 - Face coverings can be a tightly woven fabric or non-woven material of at least two layers, a surgical mask, a medical procedure mask, or a respirator (e.g., N-95) worn voluntarily
 - Unacceptable face coverings: scarf, ski mask, balaclava, bandana, turtleneck, collar, or singular layer of fabric
- Face shields may be worn in place of face coverings only if they have the following attributes:
 - Extends down below the chin
 - Extends around to the ears
 - No gap between the forehead and the visor (or cover the gap)
 - Addition of a cloth drape extending from the bottom edge of the shield and tucked into the shirt or collar required when a face covering is not worn

Outbreak

At least three COVID-19 cases within an exposed group during a 7-day period (the initial positive will count as case one).

COVID-19 Preventative Measures

The following measures are being taken collectively throughout Shasta Head Start to help prevent and manage the spread of COVID-19:

Screening

- All staff, service providers, and volunteers are required to self-screen for COVID-related symptoms before entering Shasta Head Start's facilities
- All children are screened daily before entering the classroom; throughout the day children are monitored for symptoms
- If any staff, child, volunteer, service provider, etc., is identified as a 'close contact' of a confirmed COVID-19 case the Exposure Detail Form will be completed and the appropriate Exposure Plan (see Agency Exposure Plans section) will be followed

Face Coverings/Masks

General

Staff, families, and children are welcome to continue to use face coverings voluntarily and without fear of retaliation.

There are some situations (e.g., outbreak, 10 days after exposure, etc.) where face coverings would be required

Children

If a child chooses to wear a mask or if their parent requests their child wear a mask, the following information should be taken into consideration:

- Children under the age of 2 should not wear masks
- No child will be forced to wear a mask or be excluded from the program for not wearing a mask; staff will not use harsh disciplinary practices or coercion to enforce the wearing of masks
- Upon daily health screening, staff will conduct a quick visual screening of the child without a mask on to check for any signs or symptoms of illness; staff should continue to watch for symptoms throughout the day, particularly when masks are not being worn (mealtime, toothbrushing, napping)
- Shasta Head Start will provide masks to children upon request
 - Children can wear a mask from home if it fits appropriately over the child's mouth, nose, and chin
 - Personal masks from home will be placed in a resealable bag when soiled and sent home to be washed
 - Masks will be labeled with the child's name
- Staff will guide children in the appropriate use and care of masks
 - Disposable masks will be thrown away at the end of each day or when damaged/soiled during the day
 - All reusable masks should be washed at least once a day by regular laundry or hand washed and dried thoroughly
 - Masks that are not wet or dirty will be stored in a paper bag in the child's cubby or other separate storage option when not in use

Staff

- Staff have the right to wear face coverings at all times regardless of COVID-19 vaccination status without fear of retaliation
- SHS will provide face coverings if needed (e.g., after an exposure, during an outbreak, etc.)
- Respirators are provided upon request for staff, contact HR for more information

Additional Measures

In addition to aforementioned measures, Shasta Head Start will implement the following in our workplaces:

- Stable groups will be maintained whenever possible
- Physical distancing will be maintained when possible and when it will not negatively impact the learning environment
- Use respiratory etiquette – cover coughs and sneezes
- Frequent handwashing will continue to be a priority (see [SOP 5.3.9 Handwashing Procedures](#) for more details)
- All staff will be required to take COVID-19-related trainings to help inform the workforce of prevention and management measures, risks, and expectations
- Inspections of center and office locations will take place periodically and as needed
- Ventilation of all SHS facilities will be evaluated to maximize efficiency; feasible updates will be made as necessary
- Availability of COVID-19 testing
 - Staff will be provided with COVID-19 tests when identified as a close contact to someone who has tested positive for COVID-19, during an outbreak or major outbreak, and when needed for OHS vaccine exemption testing
 - Children and families will be provided tests if they are unable to obtain them through other medical or community resources

Reporting, Recordkeeping, and Access

Shasta Head Start will ensure appropriate reporting, recordkeeping, and access to information regarding COVID-19 within the workplace. Shasta Head Start will implement the following in the workplace:

- Report information about COVID-19 cases and outbreaks at our workplace to the local health department and provide any related information requested by the local health department
- Maintain records of the steps taken to implement this COVID-19 mitigation plan
- Maintain records of all COVID-19 cases within staff as well as children and families
- Supervisors shall ensure COVID-19 signs are posted in appropriate locations
- Maintain employee COVID-19 vaccination records within their confidential medical record
- Staff are encouraged to report potential COVID-19 hazards; reporting can be done by notifying their supervisor or by utilizing the Employee Safety Suggestion form within the Injury & Illness Prevention Program (IIPP)

COVID-19 Guidance for All Staff & Adults

All employees are responsible for using safe work practices, following policies and procedures, and assisting in maintaining a safe work environment. All staff members are expected to self-screen before arriving to work. Check for the following symptoms:

- | | |
|---|----------------------------|
| • Temperature of 100.4°F or higher | New loss of taste or smell |
| • Cough | • Nausea or vomiting |
| • Sore throat | • Diarrhea |
| • Shortness of breath or difficulty breathing | • Fatigue |
| • Muscle or body aches | • Congestion or runny nose |
| • Chills | • Headache |

If staff are feeling too unwell to work and have any symptoms listed above (that are unusual to them and/or are COVID- specific), they should notify their supervisor and not report to work. Staff are encouraged to remain out of work until they are fever-free for 24 hours, no longer contagious, and are well enough to return to work. Parents, service providers, and volunteers are held to the same expectations.

Staff must notify their supervisor if they have come in contact with someone who has tested positive for COVID-19. Refer to the agency exposure plans for further details.

COVID-19 Guidance for Children

Child Screening Procedure

- Staff will screen children using the standard daily health check
- Children with symptoms will follow standard exclusion procedures
- Ask the parent if the child has had any of the symptoms or a direct exposure
- Symptoms that are typical for an individual based on preexisting health conditions (allergies, asthma, etc.) should not be considered as a failed screening unless the symptoms have worsened, changed, or are in addition to a fever

Agency Exposure Plans

Exposure Plan – Staff

The following steps will take place when it is determined an employee has come into direct contact with an individual who has tested positive for COVID-19:

1. If asymptomatic for 10 days following exposure, the exposed employee may remain at work and will only be required to test if symptoms develop, or you are at higher risk of disease or have contact with people who are higher risk of severe disease.
If symptomatic within 10 days of exposure, the exposed employee will be required to test immediately. A symptomatic employee must remain out of the workplace until they receive test results. If negative, they may be at the workplace if they are fever-free for 24 hours without the use of fever-reducing medication. If positive, the steps under the “Staff Tests Positive” section will apply.
2. Employees who have been identified as a close contact will not be required to wear face coverings while in the workplace unless there is an outbreak. If an outbreak occurs, all staff in the exposed group must wear face coverings when indoors, or when outdoors and less than six feet from another person for 10 days following most recent exposure.
3. The completed COVID-19 Exposure Detail Form will be emailed to the manager. Once reviewed it will be emailed to the Human Resources Department.
4. All test results will be sent directly to the Human Resources Department and will remain confidential.

In the case of primary exposure, Shasta Head Start will continue to make COVID-19 testing available to be performed at the worksite and on work time for any exposed staff member. More details can be found on the [Exposure Workflows SOP](#).

Staff Tests Positive

The following steps will take place when a staff member tests positive for COVID-19:

1. If the staff member has a known exposure, it will be documented in an Exposure Detail Form.
2. If the staff member was infectious while at work, an Exposure Detail Form will be completed to document who they may have exposed in the workplace. In all cases, the employee's identity will remain confidential; information will only be shared on a need-to-know basis.
3. The staff member must remain out of work for, at minimum, 24 hours after symptom onset.
4. The staff member may return to work if 24 hours have passed with no fever, without the use of fever-reducing medications AND symptoms are mild and improving.
5. If a staff member tests positive and is asymptomatic, the infectious period will begin two days prior to the positive test. If symptoms develop, follow the above guidance.
6. The staff member will be required to wear a face covering while in the workplace for, at minimum, ten days after symptom onset (if asymptomatic, ten days after positive test date).

All questions should be directed to either the staff member's manager or the Human Resources Department.

Exposure Plan – Children

The following steps will take place when it is determined a child has come into direct contact with an individual who has tested positive for COVID-19:

1. The staff will monitor exposed children for symptoms. Asymptomatic children may continue to attend. Any children that develop symptoms will follow standard exclusion procedures. Staff will communicate return options to parents.

Child Tests Positive

The following steps will take place when a child has tested positive for COVID-19:

1. The child will be asked to stay home until cleared to return to school by SHS Registered Nurse.
2. The Site Supervisor/Head Teacher will email completed COVID-19 Exposure Detail Form to their Area Manager for review. Once reviewed it will be emailed to the Health Department and filed in the health section of the child's file.
3. If there has been an exposure, the staff will notify all families in the classroom of the exposure and follow SHS exposure plan.
4. SHS Registered Nurse will notify staff and family of expectations for quarantine and determining when the child may return to school.
5. Shasta Head Start will notify Community Care Licensing and the Public Health Department as needed.

See [Exposure Workflows SOP](#) for more details.

Protocols for Confirmed COVID-19 Cases in the Workplace

The following steps will take place when it is determined a staff or child has tested positive for COVID-19:

- Staff members, children, volunteers, service providers, etc., who test positive must be excluded from the workplace/classroom until they are no longer considered infectious
- Open outside doors and windows to increase air circulation in areas
- Clean and disinfect all areas used by the person who is sick (offices, bathrooms, common areas, etc.)

Classroom Guidance

General Guidelines

- Establish a curriculum and educational methods to inform children on how they can help prevent the spread of germs, including:
 - Frequent handwashing
 - Telling their teacher as soon as possible if they feel sick
 - Coughing and sneezing etiquette (cover coughs and sneezes with a tissue or sleeve, not hands)
 - Discouraging children from sharing food, drinking cups, eating utensils, towels, etc.
 - Social stories, puppets, Creative Curriculum cards, Mighty Minutes, role play, books, visuals, & modeling
- Maintaining stable classroom groups is a priority
- Outdoor time can include a maximum of two classrooms; the same two classrooms should be scheduled together and cannot alternate with various classrooms.
- Staff are required to wear smocks; smocks should be cleaned daily, and staff should change them if they become soiled
- Wash hands (for at least 20 seconds) frequently and as needed, but especially upon entry into the classroom, after bathroom use, coughing, sneezing, and nose wiping
- Monitor children and staff throughout the day for symptoms of illness
 - For children that exhibit symptoms, if possible, move child to “sick room” and notify parents for immediate pickup; clean and sanitize classroom and materials thoroughly when children are not present
- Open windows before children arrive and after their departure
- Clean and sanitize drinking fountains in classrooms and on playgrounds regularly; staff may also use a pitcher and disposable cups for drinking water
- Have a container with a lid to place soiled toys
 - The toys and container will be disinfected daily
 - The container can be placed out of reach of children if it does not have a lid

Home Visiting Program Option

In-Person Visit Guidelines

In-person visits must be scheduled weekly and continue to follow the Parents as Teachers (PAT) home visit record including the six component areas. Visits should be held in the family's home or an alternate location approved by the Area Manager. As much as possible, spaces should allow for physical distancing as well as good ventilation.

Expectations of Home Visitors

- Call or text before visit to confirm that everyone in the home has passed the COVID-19 Health Screening
 - Visits will be cancelled if anyone does not pass the screening process
 - Follow Home Visit Tracking Form SOP to reschedule visits as needed

Expectations of Families

- Screen everyone in the home prior to visits using the COVID-19 Health Screening and notify the Home Visitor if anyone in the home has any symptoms on the list and/or has had direct exposure within the last 10 days
- Limit guests during home visits

Socialization Expectations

- Complete child and parent screenings as families arrive
- Wash hands or use hand sanitizer upon arrival
- Maintain normal schedule of cleaning, sanitizing, and disinfecting (see COVID-19 Daily Cleaning Checklist):
 - Routinely clean and disinfect frequently touched toys and surfaces (surfaces such as doorknobs, light switches, tables, sink handles, countertops, and other common areas)
 - Routinely clean and disinfect bathroom surfaces after each child's use

COVID-19 Exposure Detail Form

Use this form as a prompt to gather the necessary facts about confirmed COVID-19 exposures. **Questions in bold font are required.** Email the completed form to your manager first. Once reviewed, email the staff exposure to HR and child exposure to Health. PLEASE NOTE: if there are exposures where multiple staff and/or children are impacted, only ONE Exposure Detail Form needs to be completed – a separate form for each staff/child is unnecessary. Email a roster of exposed employees & dates exposed to HR. Children attendance should be updated in ChildPlus.

Child/Parent/Employee Information

Name: _____ Center/Classroom: _____ Date: _____

1. Have you experienced any COVID-related symptoms within the last 72 hours? _____
 - a. What was the date of onset? _____
2. What was your last day at center/office? _____

Positive Person Information

1. Who is the original positive person you were exposed to? * _____
2. **What is your most recent exposure date to this person?** _____
 - a. Additionally, did you have other interactions with this person within the last 14 days? Note them in #6.
3. **What was your interaction like with them during the most recent exposure? Check all that apply:**
 - ☐ Less than 6 feet for fifteen (15) minutes or more (cumulative) within 24 hours
Length of time: _____
 - ☐ Physical contact (e.g., hug, kiss, holding child, etc.)
 - ☐ Lives in same household
 - ☐ Able isolate 100% of the time from the positive person
 - ☐ Unable to isolate from positive person, will have ongoing contact
 - ☐ Other info: _____
4. **What date did their symptoms begin? (document if asymptomatic)** _____
5. **What date were they tested?** _____
 - a. If this is a probable exposure & the individual has not yet tested, please note below.
6. Any additional information: _____

**Full name is preferred, if refused, relationship (e.g., friend, brother, etc.) is acceptable.*

Formulario Detallado de la Exposición al COVID-19

Use este formulario como un aviso para recopilar los datos necesarios sobre las exposiciones confirmadas al COVID-19.

Las preguntas en negrita son obligatorias que respondan. Envíe por correo electrónico el formulario completo a su gerente/manejadora primero. Una vez revisado, enviar por correo electrónico la exposición del personal al departamento de Recursos Humanos y la exposición infantil al departamento de Salud. **TENGA EN CUENTA:** si hay exposiciones en las que varios miembros del personal y/o niños se ven afectados, solo se debe completar UN Formulario detallado de exposición; no es necesario un formulario separado para cada miembro del personal/niño. Envíe por correo electrónico una lista de empleados y fechas expuestos a recursos humanos. La asistencia de los niños debe actualizarse en ChildPlus.

Información del Niño / Padre / Empleado

Nombre: _____ Centro/Clase: _____ Fecha: _____

4. ¿Ha experimentado algún síntoma relacionado con COVID en las últimas 72 horas? _____
- a. ¿Cuál fue la fecha de inicio? _____
5. ¿Cuál fue su último día en el centro/oficina? _____

Información de la Persona que Resultó Positiva

7. ¿Quién es la persona que resultó positiva originalmente a la que estuvo expuesto? * _____
8. **¿Cuál es la fecha de exposición más reciente con esta persona?** _____
- a. Además, ¿tuvo otras interacciones con esta persona en los últimos 14 días? Anótelos en el #6.
9. **¿Cómo fue su interacción con ellos durante la exposición más reciente? Marque todos los que aplican:**
- ☐ Menos de 6 pies durante quince (15) minutos o más (acumulativos) dentro de las 24 horas
- Período de Tiempo: _____
- ☐ Contacto físico (por ejemplo, abrazo, beso, sujetando al niño, etc.)
- ☐ Vive en el mismo hogar
- ☐ Capaz de aislarse el 100% del tiempo de la persona que resultó positiva
- ☐ Incapaz de aislarse de la persona que resultó positiva, tendrá contacto continuo
- ☐ Otra información: _____
10. **¿En qué fecha comenzaron sus síntomas? (documentar si es asintomático)** _____
11. **¿En qué fecha se realizaron la prueba?** _____
- a. Si se trata de una probable exposición y la persona aún no se ha hecho la prueba, por favor escribirlo a continuación.
12. Cualquier información adicional: _____
- _____
- _____

**Se prefiere el nombre completo, si se rechaza, la relación (por ejemplo, amigo, hermano, etc.) es aceptable.*

COVID-19 Workplace Inspection

Workplace inspections will be performed periodically and as needed. Inspections will be performed by Site Supervisors, Head Teachers, Managers, or Directors. The purpose of the inspection is to identify any current or potential COVID-19 hazards. Hazard identification will help in our agency's mission to prevent and manage the spread of COVID-19.

Before beginning the inspection, the inspector should take time to review the "COVID-19 Preventative Measures" and "Reporting, Recordkeeping, and Access" sections of the SHS COVID-19 Mitigation Policy. Initial once the item/process has been inspected. Take note of any potential hazards or issues. Contact your supervisor or HR with any questions. Once complete, scan to your manager and HR.

Topic	Initial	Note
<i>Environment – Are the following environmental precautions being performed as much as possible?</i>		
Air Flow, Fresh Air, Ventilation		
<i>Individual Precautions – Are the following procedures being performed? Are there adequate supplies?</i>		
Handwashing/Hand Sanitizing		
Disinfection/Sanitization		
<i>Safety Procedures – Are the following procedures being done correctly and within the appropriate frequency?</i>		
Daily Cleaning Checklist		
COVID-19 Health Screening Processes		

Additional Comments: _____

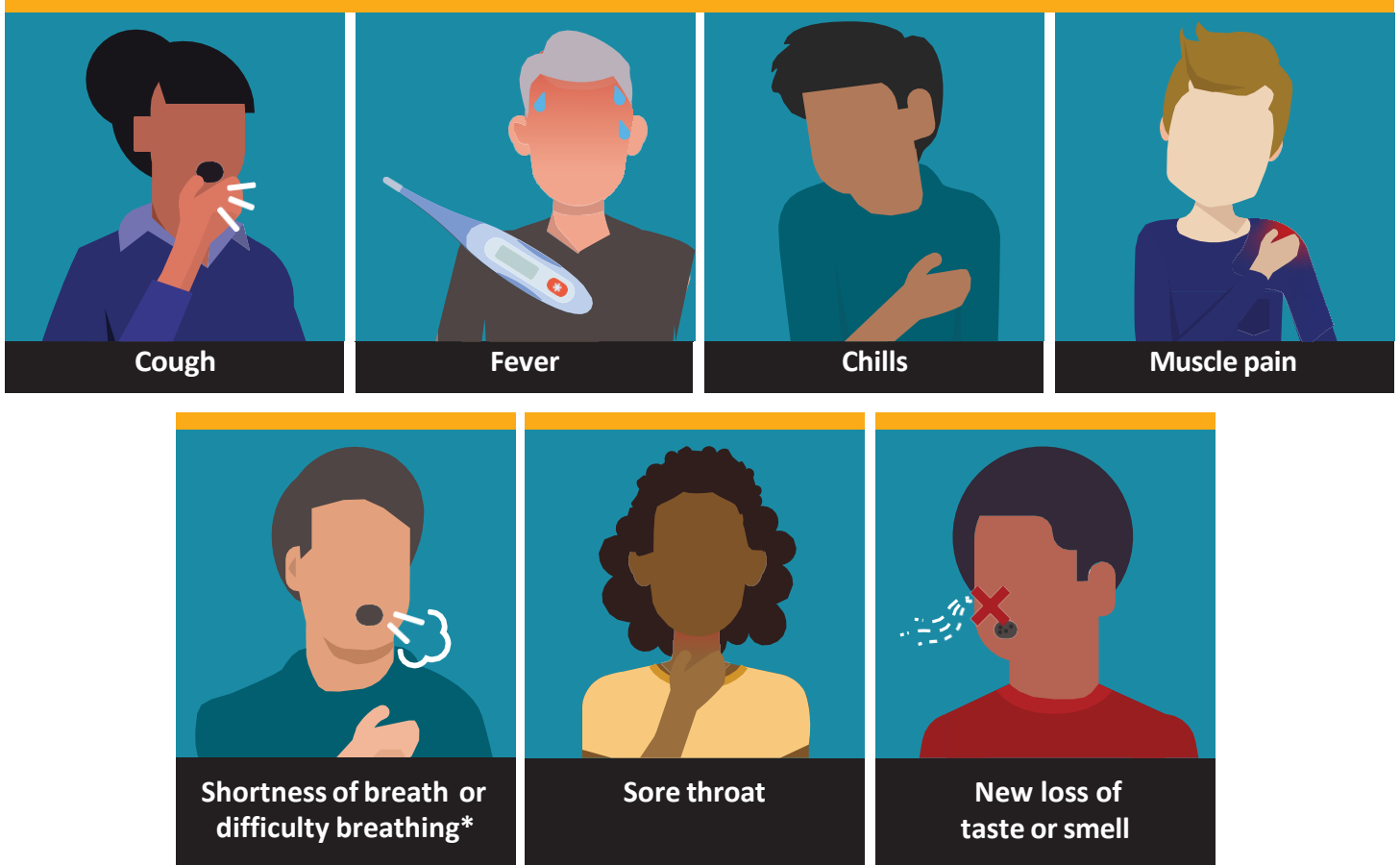
Inspector Name (Printed)

Inspector Signature

Date

Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

***Seek medical care immediately if someone has emergency warning signs of COVID-19.**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.



cdc.gov/coronavirus

Síntomas del coronavirus (COVID-19)

Conozca los síntomas del COVID-19, que pueden incluir:



Los síntomas pueden ser de leves a graves, y aparecer de 2 a 14 días después de la exposición al virus que causa COVID-19.

***Busque atención médica de inmediato si alguien tiene signos de advertencia de emergencia del COVID-19.**

- Dificultad para respirar
- Dolor o presión persistente en el pecho
- Confusión de aparición reciente
- Dificultad para despertarse o mantenerse despierto
- Color azulado en los labios o el rostro

*Esta lista no incluye todos los síntomas posibles. Llame a su proveedor de servicios médicos por cualquier otro síntoma grave o que le preocupe.



REDUCE THE RISK OF COVID-19

Wash your hands often with soap and running water.



Avoid touching your eyes, nose or mouth.



Avoid close contact with people who are sick. Open windows for fresh air.



Stay home from work, school and public places when you are sick.



Cover your mouth and nose when coughing or sneezing. Cough and sneeze into your sleeve or use a tissue.



Practice good health habits. Eat nutritious food, exercise, and get plenty of sleep.



PARE
las
enfermedades

REDUCIR EL RIESGO DE COVID-19

**lávate las
manos con
jabón y agua
corriente con
frecuencia.**



**evita tocarte
los ojos,
la nariz o
la boca.**



**evita el
contacto
cercano con
personas
enfermas.
abre las
ventanas para
que entre aire fresco.**



**si está
enfermo,
quédate en
casa y no
vayas a
trabajar,
a la escuela,
o a lugares
públicos.**



**Cúbrete la
boca y la
nariz cuando
tosas o
estornudes.
Tose o
estornuda
cubriéndote con
la manga de tu ropa o con
un pañuelo descartable.**



**Cultiva otros
buenos
hábitos
de salud.
Consume
alimentos
nutritivos,
bebe agua,
haz ejercicios y
duerme lo suficiente.**



How to Safely Wear and Take Off a Cloth Face Covering

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

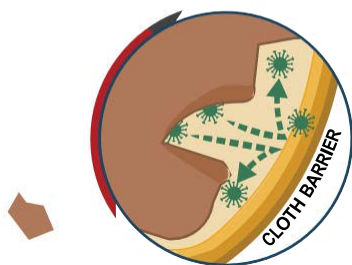
WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



USE THE FACE COVERING TO HELP PROTECT OTHERS

- Wear a face covering to help protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands



FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see:

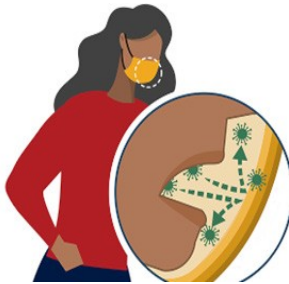
[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Face Shield Frequently Asked Questions



What are face shields, and how are they used for protection from covid-19?

A face shield is a transparent barrier that covers the face and is typically open at the sides and bottom. A face shield is a form of personal protective equipment (ppe) primarily used by health care workers to protect their face (eyes, nose, and mouth) from splashes and sprays of body fluids. Face shields are not commonly used alone, but are often worn with other protective equipment, such as respirators or surgical masks, to protect the wearer from covid-19. Examples include a nurse caring for a hospitalized covid-19 patient or a health professional collecting a nasal sample from a person being tested for covid-19.



In contrast, face coverings (cloth or surgical masks) that fit snugly over the nose and mouth are used to prevent the spread of covid-19 to other people in the event that the wearer of the mask is infected with covid-19 and doesn't know it, as well as to provide some protection for the wearer.

Can a face shield be used alone as a substitute for a face covering to prevent the spread of covid-19?

No, a face shield alone cannot be substituted for a face covering under guidance of the California Department of Public Health (cdph). Studies have found that sars-cov-2 can spread through small, airborne particles known as "aerosols" that are emitted when people talk, cough, or sneeze. These aerosols have been shown to remain suspended in the air for varying periods of time, depending on their size and air flow in the area. We expect, based on what is known about how aerosols behave, that the aerosols exhaled through the nose and mouth of someone wearing a face shield can easily travel around the open sides of a face shield.



Source: MIT Medical



Face Shield FAQ



If these aerosols contain the virus that causes covid-19, other people may become infected.

What if I cannot wear a face covering due to a medical condition or other exemption?

Face shields may be considered for members of the public who cannot wear a face covering due to a medical condition or other exemption, although they may not work as well as face coverings in their ability to prevent the spread of covid-19 to others. A cloth “drape” should be attached to the bottom edge of the face shield and tucked into the shirt to minimize gaps between the face and face shield. The drape can be made using cloth material and taped to the bottom of the face shield; face shields with drapes are also available through some vendors. For situations in workplaces where a worker who is required to wear a face covering (other than a respirator) cannot comply, Cal/OSHA currently considers a face shield plus drape an acceptable alternative. To see the list of exemptions from wearing a cloth face covering, see the *cdph Guidance on the Use of Cloth Face Coverings*.



What attributes should I look for in a face shield?

The following attributes are strongly recommended when purchasing or manufacturing a face shield:

- Extends down below the chin
- Extends around to the ears
- No gap between the forehead and the visor (or cover the gap)
- Addition of a cloth drape extending from the bottom edge of the shield and tucked into the shirt or collar, when a respirator, mask, or cloth face covering is not worn.

