



COVID-19 PREVENTION PLAN – AUGUST 18, 2021

This COVID-19 Prevention Program (CPP) is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace. It is intended to comply with requirements pursuant to the Emergency Temporary Standards (ETS) in place for COVID-19 under California Code of Regulations, Title 8, Section 3205(c). The Richmond Art Center has utilized the Cal/OSHA model program and the FED/OSHA regulations and tailored the content to our workplace.

TABLE OF CONTENTS

Authority and Responsibility

Identification and Evaluation of COVID-19 Hazards

Correction of COVID-19 Hazards

Control of COVID-19 Hazards

Investigating and Responding to COVID-19 Cases

System for Communicating

Training and Instruction

Exclusion of COVID-19 Cases

Reporting, Recordkeeping, and Access

Return-to-Work Criteria

CPP Approval

Appendices

Appendix A: Identification of COVID-19 Hazards

Appendix B: COVID-19 Inspections

Appendix C: Investigating COVID-19 Cases

Appendix D: Kitchen/Break Room Use

Authority and Responsibility

The Richmond Art Center's Executive Director has overall authority and responsibility for implementing the provisions of this CPP in our workplace. The collective group involved in making decisions regarding COVID-19 related protocols includes the RAC's Management Team.

All employees, staff, students, and volunteers are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment. Please note this COVID Prevention Plan specifically refers to "employees," but The Richmond Art Center applies the same expectations related to COVID-19 to non-employees such as independent contractors, volunteers, others who work for or on behalf of The Richmond Art Center, students, guests, or visitors within The Richmond Art Center's control.

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace. This includes coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave and travel through the workspace.
- Particular attention will be paid to areas where people may congregate or come in contact with others, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, break or eating areas, and waiting areas.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, FED OSHA, and the local health departments (Contra Costa County) related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections form** to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 protocols.

How Does COVID-19 Spread?

According to the CDC, the virus that causes COVID-19 spreads most commonly through person-to-person contact (within about 6 feet) primarily through inhalation of respiratory particles (droplets and aerosols) produced when an infected person exhales, talks, sings, shouts, speaks, coughs, or sneezes.

Less commonly, it is spread through airborne transmission over longer distances when smaller droplets and particles linger in air, particularly in enclosed spaces with inadequate ventilation. Another less common way the virus spreads is when someone touches a

contaminated surface and then touches their nose, mouth, or eyes. Current evidence suggests the virus may remain viable for hours to days on a variety of surfaces, but touching contaminated surfaces or objects is not thought to be the main way the virus spreads.

Employee Participation

Employees are to participate in the identification and evaluation of COVID-19 hazards by printing and submitting **Appendix A: Identification of COVID-19 Hazards Form** to RAC management.

A high percentage of The Richmond Art Center employees work in locations that are not under The Richmond Art Center's specific control; for example, on school sites and/or in public areas in the community. This means that employees need to be aware and take responsibility for evaluating their work practices and work areas and report any concerns. Employees are expected to follow the safety protocols that The Richmond Art Center has implemented to protect the community we serve.

Employee Screening

We strongly encourage everyone to get vaccinated. Vaccinated employees are encouraged to voluntarily submit proof of vaccine status to the record keeper of personnel records when they're fully vaccinated.

All employees, regardless of their vaccination status, are asked to self-screen for COVID-19 symptoms and stay home if they have any COVID-like symptoms (or go home immediately if they begin experiencing symptoms while they are at work).

Correction of COVID-19 Hazards

The Richmond Art Center has instituted a comprehensive plan of controls and will correct any COVID-19 hazards in a timely manner whether deficiencies are determined through risk assessments, spot checks, complaints, referrals, and/or reports of positive COVID-19 cases.

Unsafe or unhealthy work conditions, practices or procedures will be documented on **Appendix B: COVID-19 Inspections** form and corrected in a timely manner based on the severity of the hazards.

Control of COVID-19 Hazards

Physical Distancing

The Richmond Art Center still considers physical distancing when feasible as a best practice. As of August 15, 2021, FED OSHA reverted to its earlier regulation requiring everyone, vaccinated and unvaccinated, to wear masks and practice physical distancing in shared workplaces.

Where possible, we ensure at least six feet of physical distancing at all times in our workplace by:

- All desks and workstations are separated by at least six feet
- Reducing the number of people in a given area at one time within designated work areas
- Visual signs and floor markings to indicate employee path of travel, entrance/exit locations, and distancing reminders
- Reduction of common area furniture to allow for open spacing and distance

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when in the presence of other persons (indoors and outdoors), and where required by orders from the California Department of Public Health (CDPH) or local health department. In addition, employees are trained and expected to wash cloth face coverings after each workday.

Face coverings are required to gain entry to the RAC and may only be removed when:

- An employee is alone in a room or private office
- Employees are eating and drinking at the workplace, provided they are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Specific tasks are being performed that cannot feasibly be done with a face covering, provided employees are then kept at least six feet apart.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons.

Similarly, if employees encounter a situation where other persons are not wearing a face covering, then employees are expected to stay at least six feet apart (regardless of vaccination status).

An inventory of disposable face coverings, for employee and/or client use, will be provided at the RAC office and managed by the Director of Operations.

N-95 Respirator Masks

In addition, N-95 respirators may be requested for voluntary use.

Engineering Controls

We implement the following measures for situations where we cannot maintain at least six feet between workstations:

- Physical barrier installations and/or partitions where feasible
- Removal/separation of furniture to create distance and space
- Coordinating work times of individual employees to stagger schedules of shared spaces (i.e., adjusting arrival, departure, work and/or break times)

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

- Verifying with the City of Richmond that air filters are changed three times per year
- Advising employees to open exterior windows for better air circulation/ventilation where feasible
- Run centralized air system throughout business hours
- Adding portable air filters in The Richmond Art Center offices where feasible

Cleaning and Disinfecting

We implement the following cleaning and disinfection measures for frequently touched surfaces:

- Cleaning products are used that meet the Environmental Protection Agency (EPA)'s approved for use against COVID-19 list
- Handrails/door handles/counters/buttons to be cleaned by Facilities staff at the end of each day
- Handwashing/sanitizing stations to be maintained and replenished by Facilities staff at the end of each day
- Custom equipment and tools to be cleaned by Facilities staff as needed
- All employees will be asked to clean their own work area at the end of each day
- In the event that The Richmond Art Center is aware of a COVID-19 case during the high-risk exposure period, Facilities staff will be notified and more extensive sanitizing will be implemented
- In the event that extensive cleaning and disinfecting is required and exceeds the capabilities of the Facilities staff an outside agency will be contracted as needed.

Shared Tools, Equipment and Personal Protective Equipment (PPE)

PPE must not be shared (e.g., gloves, goggles and face shields). Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools should not be shared to the extent feasible.

Where there must be sharing, the items will be disinfected between uses by employees and/or Facilities staff. Disinfecting wipes at shared equipment locations (like printers and copiers) will be provided and replenished by Facilities staff.

Hand Sanitizing

In order to implement effective hand sanitizing procedures, we:

- Encourage employees to wash their hands for at least 20 seconds
- Allow for time and breaks as needed for regular handwashing
- Allow for sanitizing when handwashing is not immediately available and provide employees with an effective hand sanitizer
- Provide signage that promote healthy hygiene practices

PPE Used to Control Employees' Exposure to COVID-19

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by California Code of Regulations, Title 8, Section 3380, and provide such PPE as needed.

When it comes to respiratory protection, we evaluate the need in accordance with California Code of Regulations, Title 8, Section 5144 when the physical distancing requirements are not feasible or maintained.

In addition, gloves are made available at all sites and regularly restocked by Facilities staff.

Employees:

- Are required to wear gloves during material distributions to clients (drive-through and walk-up)
- May voluntarily choose to wear gloves while performing other tasks

Investigating and Responding to COVID-19 Cases

The Office of the Executive Director is responsible for investigating and responding to COVID-19 cases. This will be accomplished by using the **Appendix C: Investigating COVID-19 Cases** form, coordinating directly with employees and with supervisors as needed, and includes contact tracing and notifying other employees and their authorized representatives as required. The Executive Director Office in conjunction with the Director of Operations will provide directions to assist employees and/or supervisors and notify individuals as necessary.

Employees who had potential COVID-19 exposure in our workplace will be:

- Notified there was a potential exposure (no personal identifying information about COVID-19 case will be provided)
- Offered COVID-19 testing at no cost during their working hours
- Asked to monitor themselves for and report any COVID-19 symptoms
- Directed to telework from home if a quarantine is implemented (which is dependent on timing/dates associated with COVID-19 case)

In addition, the RAC will notify the appropriate local health department (i.e., Contra Costa Health Services) and our Workers' Compensation administrator in the event of any positive COVID-19 cases in our workplace as required. The local health departments may provide assistance in the assessment of potential worksite exposures and recommend further testing, quarantine, or isolation instructions.

IMPORTANT NOTE: Timing is critical because the RAC must comply with required notifications and external reporting within 24 to 72 hours. This means all positive COVID-19 results need to be reported immediately to the RAC management.

Confidentiality

All personal identifying information of COVID-19 cases or symptoms will be kept confidential, except for unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported

without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Employees should immediately report COVID-19 symptoms, positive test results, and possible hazards to their direct supervisor through email and/or phone call.
- That employees can report symptoms and hazards without fear of reprisal.
- Employees and supervisors should be reminded that medical information, including vaccination status, decision to be vaccinated, and all related documentation is confidential and private.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- COVID-19 testing can be completed at a location of employee's choice and is considered compensable. This means any costs associated with testing will be paid or reimbursed by The Richmond Art Center and testing may be scheduled during regular work hours.
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
- If it were to become applicable, additional sections would be added to this plan and communicated to employees because there are specific requirements for an outbreak (which is three or more COVID-19 cases in the workplace within 14 days) and for a major outbreak (which is 20 or more COVID-19 cases within 30 days).

Training and Instruction

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- This currently includes 2021 COVID-19 Supplemental Paid Sick Leave that provides up to 80 hours of SB-95 COVID Pay through 9/30/21.

- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment; face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

All employees will complete the **COVID-19 Training August 18, 2021**, and sign the **COVID-19 Agreement August 18, 2021**, which will be used to document completion of The Richmond Art Center's training and instruction.

Exclusion of COVID-19 Cases

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace, as required, for up to 14 days after the last known COVID-19 exposure to a COVID-19 case. This will be determined based on the individual circumstances of each case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related by providing ability to telework from home, if possible.
- Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under California Code of Regulations, Title 8, Section 330(h), of an employee occurring in our place of employment or in connection with any employment.

- Maintain records of the steps taken to implement our written CPP in accordance with California Code of Regulations, Title 8, Section 3203(b).
- Make our written CPP available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.
- The HR function at the Finance office will be the centralized point to maintain COVID-19 records.

Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
 - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
 - COVID-19 symptoms have improved.
 - At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work.
- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

CPP Approval

This COVID-19 Prevention Program is formally approved by:



José R. Rivera, Executive Director

Effective: 8/18/2021

This plan will be reviewed and updated periodically to ensure it reflects the most accurate interpretation of regulations and official guidance.

Appendix A: Identification of COVID-19 Hazards

The purpose of this form is to provide The Richmond Art Center employees the opportunity to report any concerns or unsafe practices regarding potential COVID-19 workplace hazards that could lead to

an exposure. Employees are encouraged to include their name in order to help facilitate easier follow-up, but they may submit reports anonymously to ensure The Richmond Art Center receives the necessary information to investigate reports or questions about safety. Use of this form and other reports of unsafe conditions or practices are protected by law. It would be illegal for an employer to take any action against an employee in the form of reprisal for exercising rights to participate in communications involving safety.

Description of unsafe condition or practice (including location, date and/or relevant details):			
Employee's suggestion for improving safety:			
Supervisor notified:	<input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, name of supervisor and date notified:	
Employee's program/department:		Date of this report:	
Employee's name (Optional):			

SUBMIT TO RAC MANAGEMENT



Classifying Risk of Worker Exposure

This occupational risk pyramid reflects the four potential risk exposure levels that OSHA has established and divided by job tasks. Exposure risk depends in part on the physical environment of the workplace, the job activity, the health status of the worker, the need for close contact with other people, and other factors outside of the workplace such as the conditions in communities where employees live or interactions with other persons and activities outside of work.

The Richmond Art Center is authorizing work to be performed within the lower and medium exposure risks.

Lower Exposure Risk

- Positions that do not require close contact (within 6 feet for a total of 15 minutes or more over a 24-hour period) with other people and workers who have minimal occupational contact with the public and other coworkers.
- Examples include remote workers (teleworking from home), and office workers who do not have frequent close contact with coworkers, customers or the public.

Medium Exposure Risk

- Positions that require either frequent close contact (within 6 feet for a total of 15 minutes or more over a 24-hour period) or sustained close contact with other people in areas with community transmission. Risks may increase with prolonged contact particularly where physical distancing and other infection prevention measures may not be possible or are not robustly implemented and consistently followed.
- Examples include employees with high-frequency contact with the general population (such as schools) or other coworkers under close working conditions outdoors or in well ventilated indoor spaces.

The Richmond Art Center is not authorizing work to be performed within high or very high exposure risks. This includes job tasks that would require frequent or sustained contact with coworkers and other people under close working conditions in poorly ventilated indoor spaces, or with known or suspected COVID-19 cases. The Richmond Art Center does not have any positions with very high potential for exposure to known or suspected sources of COVID-19

Evaluating Risk of Transmission

Below is a grid (per the British Medical Journal) that The Richmond Art Center has utilized for evaluating the risk of transmission during particular work activities.

Type and level of group activity	Low occupancy			High occupancy		
	Outdoors and well ventilated	Indoors and well ventilated	Poorly ventilated	Outdoors and well ventilated	Indoors and well ventilated	Poorly ventilated
Wearing face coverings, contact for short time						
Silent	Green	Green	Green	Green	Green	Yellow
Speaking	Green	Green	Green	Green	Green	Yellow
Shouting, singing	Green	Green	Yellow	Yellow	Yellow	Red
Wearing face coverings, contact for prolonged time						
Silent	Green	Green	Yellow	Green	Yellow	Red
Speaking	Green	Green*	Yellow	Yellow*	Yellow	Red
Shouting, singing	Green	Yellow	Red	Yellow	Red	Red

Risk of transmission

Low ■ Medium ■ High ■

* Borderline case that is highly dependent on quantitative definitions of distancing, number of individuals, and time of exposure

Appendix B: COVID-19 Inspections

This sample Cal/OSHA form will be attached to The Richmond Art Center's standard checklist that Facilities staff use for inspections at the Richmond Art Center offices. It may also be used as a stand-alone document.

Name of person conducting inspection			
Date of inspection:		Work location inspected:	

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
Adequate COVID signage (including room capacity postings, key reminders)			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			

Appendix C: Investigating COVID-19 Cases

Person conducting this investigation:

Name of COVID-19 Case:		Employee Position (or reason non-employee was in workplace)	
Location where employee worked (or non-employee was present in workplace):		Date investigation was initiated:	
Date and time COVID-19 case was last present in the workplace:		Name(s) of staff involved in the investigation:	
Date that COVID-19 symptoms began:		Information received regarding COVID-19 test results and onset of symptoms (attach documentation):	
Date specimen collected for COVID-19 test:			
Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):			

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:			
All employees who may have had COVID-19 exposure and their authorized representatives.	Date:		
	Names of employees that were notified:		
Independent contractors and other persons present at the workplace during the high-risk exposure period.	Date:		
	Names of individuals that were notified:		
What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?		What could be done to reduce exposure to COVID-19?	
Was local health department notified?		Date:	

- Pasted below is CDC graphic regarding air travel that can be a helpful guide on what steps to take.

CORONAVIRUS DISEASE 2019 (COVID-19)

Domestic Travel

RECOMMENDATIONS AND REQUIREMENTS

Not Vaccinated

Fully Vaccinated

Get tested 1-3 days before travel



Get tested 3-5 days after travel and self-quarantine for 7 days. Self-quarantine for 10 days if you don't get tested.



Self-monitor for symptoms



Wear a mask and take other precautions during travel



cdc.gov/coronavirus

CS323515-A 04/02/2021

CORONAVIRUS DISEASE 2019 (COVID-19)

International Travel

RECOMMENDATIONS AND REQUIREMENTS

Not Vaccinated

Fully Vaccinated

Get tested 1-3 days before traveling out of the US



Mandatory test required before flying to US



Get tested 3-5 days after travel



Self-quarantine after travel for 7 days with a negative test or 10 days without test



Self-monitor for symptoms



Wear a mask and take other precautions during travel



cdc.gov/coronavirus

CS323515-A 04/02/2021

Appendix D: Kitchen/Break Room Use

We wanted to provide some additional details about The Richmond Art Center's guidelines for employees who may have questions about using the kitchen/break room areas in our RAC offices.

The following expectations will be in effect on 8/18/2021 until further notice:

- Only one person may enter the RAC kitchen/break room at a time and wearing a mask is required.
- Employees may use:
 - Refrigerators for keeping lunches and snack foods cool;
 - Microwaves for heating up or making food; and,
 - Water bubblers/coolers for filling water bottles or having a cup of tea, coffee or drinking water.
- As a shared space, disinfecting wipes will be provided in our kitchen/break room areas in order that employees can wipe clean the items they touch (e.g., refrigerator door handle, microwave buttons and handle, water cooler dispenser handle). These will be restocked by Facilities staff. Employees may also use the water bubbler/cooler
- Only single-cup beverages are permitted. This means employees may use the kitchen/break room to make an individual cup of coffee, but larger pots of coffee that would be shared are prohibited.
- The Richmond Art Center recommends that employees bring their own utensils and beverage cups from home to use, but plastic utensils and disposable cups will still be made available.
- Employees may not share foods with each other at this time; this means that potluck-style celebrations are prohibited. Please choose a "Bring Your Own Lunch" or cater individually boxed lunches for team meetings and other employee gatherings.
- Please do not linger or congregate around RAC kitchen/break room areas.