

Section 3

Injury & Illness Prevention Program

INJURY & ILLNESS PREVENTION PROGRAM

Adopted May 2004, Revised June 2015

Any questions or concerns regarding safety please contact Human Resources at 714-531-2582 or hr@bgchv.com

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Policy Statement

The Boys and Girls Clubs of Huntington Valley recognizes that the safety and health of its employees and youth are of primary importance. The organization's objective is to maintain a safety and health program that will keep a number of work-related injuries and illnesses to an absolute minimum.

The employer accepts responsibility for leadership of the safety and health program, for its effectiveness and improvement and providing the safeguards required to ensure safe conditions. Supervisors are responsible for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves. Employees are responsible for complying with all rules and regulations and for continuously practicing safety while performing their duties.

The Injury & Illness Prevention Program Includes

- Conducting a program of health and safety inspections to identify and correct any unsafe working conditions or practices.
- Training all employees in good safety and health practices.
- Designating a committee of Board of Directors and a staff person who are responsible for developing safety and health standards for every job, for conducting periodic inspections, for correcting deficiencies and providing safeguards to the maximum extent possible.
- Investigating, promptly and thoroughly, every accident to determine why it occurred and to correct the cause so it won't happen again.
- Requiring all employees to comply with safety and health rules as a condition to employment.
- Initiating and continuing a system of recognition for excellence in safety service or performance.

Committee and Staff Responsible for the Injury/Illness Prevention Program

The Health And Safety Committee of the Board of Directors is responsible for the Injury/Illness Prevention Program. This committee meets as needed. The Committee reviews the components of the Injury/Illness Prevention Program annually and takes action to correct any deficiencies and to strengthen the effectiveness of the program. The committee develops action plans when improvements or changes are needed.

Minutes of the committee are maintained; they are distributed to appropriate employees and they are available to review by Cal/OSHA. The committee reviews all accidents and makes recommendations to the Board of Directors for the prevention of future incidents. When a change in practices must be made immediately, the action is reported at the next meeting.

The committee reviews investigations of alleged hazardous conditions that are brought to the attention of any committee member and it verifies abatement action as specified in a Cal/OSHA citation when Cal/OSHA requests this verification.

The committee encourages and evaluates employee safety suggestion and submits recommendations to the Board, if implementation requiring a policy change is suggested.

The Director of Operations is responsible and has authority from the Board of Directors to manage the Injury Prevention Program. The Director of Operations attends all meetings of the board committee that is responsible for the program.

Communication System and Procedures

The Boys & Girls Clubs of Huntington Valley have a system of communication with its employees which includes information and training related to occupational health and safety matters. The system includes:

- Training sessions for all employees
- Discussion of health and safety practices at staff meetings
- Written Communications—memorandums
- Posters
- Personnel policies including a provision for disciplinary actions
- A System of incentives and recognition which encourages employees to comply with safe practices and to suggest methods of improving health and safety practices.
- Recognition of the right of employees to inform the employer about hazards with out fear of reprisal or other discrimination.

The communication system is reviewed at least annually by the committee of the Board of Directors that is responsible for the implementation of the Injury/Illness Prevention Program.

System for Assuring Compliance By Staff

Employees are expected to comply fully with all injury and illness prevention procedures adopted by the organization to ensure the safety of employees, children and volunteers. Written general safe practices and job specific practices are given to employees when they are hired.

Posting Requirements

This organization posts the following in prominent and appropriate locations:

- No Smoking Signs
- Safety and health protection on the Job-Cal/OSHA
- Log and Summary of Occupational Injuries and Illness during the month of February-Cal/OSHA
- Emergency numbers on or by each telephone
- Fire prevention plan
- Emergency Evacuation and Exit Procedures
- Exit signs at all exits
- Room capacity and floor load limit signs, as required
- Discrimination in Employment Poster
- Order regulating Wages, Hours and Working Conditions Poster
- Notice to employees of Unemployment and disability insurance
- Payday notice

Inspections and Identification of Potential Hazard

All Employees are expected to report any hazardous or potential hazards immediately to Director of Operations or designated representative. Report forms are available in the administrative office.

Fire

An annual inspection of the facility(ies) is made annually by the Fire Department. Any Violation is noted by the Fire Department. The committee of the Board of directors and the Director of Operations are responsible for assuring compliance with all fire prevention requirements.

The Director of Operations or designated representative inspects the smoke alarms and fire extinguishers on a monthly basis. All fire extinguishers are inspected and recharged annually, or more often if needed, and noted on the inspection tag attached to each extinguisher. Record of all fire extinguisher inspections are kept in the administrative office.

The Boys and Girls Clubs of Huntington Valley has less than five gallons of combustible liquids in the facility at any time; all combustible liquids are kept in closed containers and in a place not assessable to the children. Any other combustible materials are removed immediately from the building(s).

The Boys and Girls Clubs of Huntington Valley has a NO SMOKING policy in all areas. No smoking signs are posted as appropriate.

Exits are clearly marked and illuminated by a reliable light source, as required by the Fire Department. All exits are kept free of any obstruction.

Electrical

Employees are required to report, as soon as possible, any obvious hazard to life or property observed in connection with electrical equipment or lines. All electrical appliances and extension cords must have a grounding conductor.

Environmental

All restrooms and kitchens are inspected daily to ensure that they are clean and sanitary. If there are any hazardous substances or chemical within the center or its grounds, this information is communicated to employees immediately.

Employee Readiness

All employees receive instruction in basic first aid and emergency procedures. Fire drills for staff and youth are conducted at least monthly and earthquakes drills are held every six months or more often, if required by a licensing agency. Evacuation plans and routes are posted by each work area. First aid kits are readily accessible to all work areas. They are inspected monthly by the Director of Operations or designate and replenished as needed.

Infection

All employees receive instruction prior to beginning employment regarding procedures to follow when exposed to body fluids and/or blood occurs. Vinyl gloves, equipment for mouth-to-mouth resuscitation and soap/disinfectants are provided.

Grounds and Play Areas

The grounds and play areas are inspected daily for any potential hazards to staff or children. The Director of Operations is responsible for determining the person who will conduct these inspections.

Procedures for Correcting Hazardous Conditions Or Unsafe Practices

Hazardous conditions or unsafe practices are corrected as soon as possible, depending on the severity of the situation. If the problem endangers any employee, client, volunteer or property, they are evacuated from the area until the situation has been corrected.

The Director of Operations or designate is authorized to correct any hazardous condition or unsafe practice and report the action to the committee of the Board of Directors that is responsible for the Injury/Illness Prevention Program.

Conditions identified during a periodic inspection are recorded in the Action Plan Form and corrected accordingly.

Training of Employees

Meetings are held periodically during the year which training in general safe practices is conducted. When a newly identified hazard identified by the employer, a training session for employees and a written communication to employees is conducted/distributed immediately.

General and job specific safe practices are given to each new employee prior to the first day of work. At that time, the supervisor explains that the organization has written Injury/Illness Prevention Program and tells the employees where it is maintained for reference. In addition, the Supervisor goes over the forms that an employee may use and explains that the organization welcomes suggestions for improving the health and safety practices. All employees are assured that no adverse consequences will result from informing the employer of a hazard.

Records

All occupational injuries or illnesses are reported on Cal/OSHA Form 200. The report is posted from February 1-28 each year in addition, all occupational injuries or illnesses are reported on an accident report form. A copy of the form is maintained in the employee's personnel file. The report of the review of any accident by the committee of the Board of Directors is maintained with the minutes of the committee; these reports are kept as long as the organization remains in business.

Records of scheduled and periodic inspections are kept for at least three (3) years and these records include the following: (1) Name of person conducting the inspection: (2) Any unsafe condition or work practice; (3) Action taken to correct unsafe condition or work practice.

Records of safety and health training of employees are maintained for a minimum of three (3) years in the employees personnel file. Documentation of training and communication regarding health and safe practices for each employee is maintained in his/her personnel file. This documentation includes: (1) Name of employee (2) Type of training (3) Date of training and (4) Provider of the training.

Safety Practices

1. Immediately report all unsafe conditions to your supervisor.
2. Report all accidents, injuries and illnesses to your supervisor. Complete an accident report.
3. In the event of a fire, evacuate your area. Sound fire alarm located in the office.
4. When the fire alarm sounds, follow the emergency evacuation plan and route your location.
5. In the event of an accident that requires a degree of first aid that you are unable to render, report it immediately to office administrative staff. They will follow emergency procedures required.
6. When an accident involves bodily fluids, rubber gloves are available in the office and in all program areas. You are expected to use these as a sanitary means of protected yourself against transmittable diseases.
7. All areas around fire extinguishers, the hallways and exit routes must be kept clear at all times.
8. Put any combustible substances in the metal trash dumpster.



COVID-19 Prevention Program

Addendum to
Boys & Girls Clubs of Huntington Valley's
Injury and Illness Prevention Program

Policy Statement

Boys & Girls Clubs of Huntington Valley (“BGCHV”) is committed to ensuring that our worksites, employees, subcontractors, and vendors are prepared for and in compliance with the Centers for Disease Control and Prevention (CDC), the California Division of Occupational Safety and Health (Cal/OSHA), the California Department of Public Health (CDPH) and local, state, and federal guidance regarding COVID-19. Our leadership team fully supports this global effort. The health and safety of our employees is the paramount concern for our Company.

This plan is developed in accordance with the guidelines outlined by the CDC, CDPH and Cal/OSHA, as well as the BGCHV Safety Manual, in addition to other state and local guidelines and best practices.

COVID-19 Overview

COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales. Particles containing the virus can travel more than six feet, especially indoors. COVID-19 may also be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although this is less common.

An infectious person may have no symptoms.

Employees must familiarize themselves with the symptoms of COVID-19, which include the following:

- Cough
- Fever of 100.4 Fahrenheit or higher or Chills
- New Loss of Smell or Taste
- Muscle or Body Aches
- Headache
- Fatigue
- Congestion or Runny Nose
- Sore Throat
- Nausea or Vomiting
- Diarrhea
- Shortness of Breath or Difficulty Breathing.

Evaluation of COVID-19 Hazards

BGCHV will conduct an evaluation of the workplace to identify and evaluate COVID-19 hazards. Employees and authorized employee representatives shall be allowed to participate in this evaluation.

This evaluation will include identification of all interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards. Further, this evaluation will include identification of all places and times when employees may congregate or come in contact with one another.

BGCHV will conduct periodic inspections as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with BGCHV's policies and procedures.

Roles & Responsibilities

BGCHV's team members all share unique roles and responsibilities within our company, many of these responsibilities are outlined in the BGCHV's Safety Manual. COVID-19 presents a need for these roles and responsibilities to grow to enact both our safety protocols and our business continuity response plan.

Below is a general guideline of Roles and Responsibilities. BGCHV will train all employees on their roles and responsibility with regards to this plan. Managers and supervisors are familiar with this plan and are prepared to answer any questions.

Managers/Supervisors

- Responsible for overall implementation and enforcement of this plan.
- Responsible for job site compliance and work health and safety.
- Ensuring proper required signage is current and properly posted.
- Enforcing face covering requirements as applicable.
- Enforcing social distancing requirements as applicable.
- Coordinating among BGCHV's team, subcontractors, customers, etc. with regards to facility operations and COVID-19 response.
- Responsible for ensuring proper training of BGCHV's employees.
- Enforcing rules including re-training and potential discipline for safety policy violations.
- Ensuring tenants and subcontractors incorporate COVID-19 safety protocols.
- Ensuring daily changes are communicated to the team and trade partners.

Team Members

- Help minimize the spread of COVID-19.
- Participate in and understand Response Plan.
- Practice good hygiene.
- Immediately report sickness or potential sickness to supervision.
- Immediately report possible COVID-19 hazards at the workplace.

- Support and emphasize social distancing practices.
- Employees with medical or other conditions that put them at increased risk of severe COVID-19 illness should notify Human Resources Manager at hr@bgchv.com of such condition and BGCHV will work with the employee to attempt to accommodate the employee.

Operation Best Practices

1. Employees or guests should wash hands or use hand sanitizer upon arrival at facility.
2. Gates or doors that require PIN code or card reader should remain open during normal business hours.
3. Avoid shared use of phones, desks, radios, tools, etc.
4. Leave windows, where safe and secure to do so, open to increase ventilation.
5. Encourage payment via credit/debit card.
6. Common areas will be sanitized regularly (restrooms, etc.).
7. Employees will be provided disinfectant or sanitizing wipes to clean their workspace, equipment, and tools daily.

Employee Screening

Employees should evaluate their own symptoms before reporting to work each day.

BGCHV will utilize worksite entry temperature screening guidelines in accordance to any and all applicable local, state, or federally mandated procedures. Care will be taken to keep workers personal information private and to avoid evaluation/classification of illness by those who are not qualified.

BGCHV has implemented a program that allows for and encourages proper physical distancing, and protection of those performing the scanning. Any individual tasked with performing scanning operations will be properly trained and will be required to wear a face covering while performing the screening and non-contact thermometers will be used.

Employees will be required to wear a face covering in accordance with applicable federal, state and local law.

The safety and health of employees requires participation of all employees. Without fear of reprisal, BGCHV asks employees to report COVID-19 symptoms, possible COVID-19 exposures, and possible COVID-19 hazards at the workplace.

COVID-19 Case Response Investigation

BGCHV will follow this four-step plan when addressing a confirmed or probable case of COVID-19 case in the workplace:

- 1. Isolate/Quarantine Confirmed Employees**

The employee should remain out of the workplace until cleared to return to work in accordance with applicable return to work criteria.

- 2. Contact Tracing and Exclusion of Close Contacts as Required**

When engaging in contact tracing, the employee will be asked to identify all individuals who worked in close proximity (within **six** feet for a cumulative total of **15** minutes or greater) with them from the **48**-hour period before the onset of symptoms or first positive test until the employee is cleared to discontinue self-isolation.

Unless an exemption applies, employees who had close contact with the COVID-19 case will be sent home for the required quarantine period in accordance with applicable law from the date of the last exposure to ensure the infection does not spread. While quarantined, employees should self-monitor for symptoms/emergency warning signs (check temperature twice a day, watch for fever, cough, or shortness of breath), avoid contact with high-risk individuals, and follow CDC guidance if symptoms develop. An employee may return to work when the return to work requirements in accordance with applicable law are met.

Employees will not be considered to have had a close contact if they were properly wearing a respirator that was required by BGCHV, whenever they were within six feet of the COVID-19 case during the high-risk exposure period.

All individuals, regardless of vaccination status, who exhibit COVID-19 symptoms will be required to isolate after exposure.

Any employee quarantined will be informed by BGCHV on the terms and conditions of the employee's return to work, in accordance with applicable law. BGCHV will continue to rely on CDC, CDPH, local, state and federal health guidelines on employees returning to work and such guidance and requirements are subject to change.

- 3. Clean and Disinfect the Workplace**

After a confirmed COVID-19 case, BGCHV will follow CDC and California guidelines for cleaning and disinfecting the workplace. These guidelines include:

- Closing off areas where the person who is a probable or confirmed case of COVID-19 worked, and if possible, opening outside doors and windows and using ventilation fans to increase air circulation in the area.
- Waiting as long as practical, a minimum of 24 hours, whenever possible, before beginning cleaning and disinfection.
- Cleaning staff shall clean and disinfect all areas such as offices, bathrooms, and common areas used by the employee.

4. Notice to Employees

Following a confirmed COVID-19 case, BGCHV will notify all employees, and their authorized representatives, independent contractors, and other employers who were on the premises at the same worksite as the COVID-19 case during the high-risk exposure period within one business day. BGCHV will do so without revealing any confidential medical information such as the name of the employee, unless the employee has signed an authorization to disclose their diagnosis. The notice will be communicated in the manner in which BGCHV normally uses to communicate employment-related information and may include, but not be limited to, personal service, email or text message. BGCHV will inform employees of the actions it has taken, including requiring employees who had close contact with the worker and were not fully vaccinated to go home. BGCHV will let employees know about its sanitizing and cleaning efforts and remind employees to seek medical attention if they exhibit symptoms/emergency warning signs.

COVID-19 testing will be offered at no cost during working hours to all employees who had a close contact in the workplace, except for employees who had COVID-19, met the return to work criteria, and have remained symptom free for 90 days after symptom onset or 90 days after their first positive test for those that never developed symptoms. Employees will be paid for the time spent testing.

For employees excluded from work because of exposure to COVID-19/close contact in the workplace, BGCHV will continue and maintain the employee's earnings, seniority, and all other employee rights and benefits, including the employee's right to their former job status, as if the employee had not been removed from their job. Any leave, whether paid or unpaid, will run concurrently with all other leave provided under BGCHV's policy or provided by local, state or federal law.

After a positive workplace case, BGCHV will investigate whether workplace conditions could have contributed to the risk of COVID-19 exposure and what could have been done to reduce exposure to COVID-19 hazards.

Collecting Information Regarding Employee Vaccination Status

BGCHV encourages, but does not mandate, that its employees get vaccinated and boosted, if eligible against COVID-19. To fulfill its obligations under Cal/OSHA and local requirements, BGCHV will ask employees to inform BGCHV whether they have been fully vaccinated against COVID-19 as defined above. This information will be kept confidential by BGCHV.

An employee is considered "fully vaccinated" if the employer has documented:

- A person's status two weeks after completing primary vaccination with a COVID-19 vaccine with, if applicable, at least the minimum recommended interval between doses for a vaccine that is (1) approved or authorized for emergency use by the FDA, (2) listed for emergency use by the WHO, or (3) administered as part of a clinical trial at a U.S. site and meets additional criteria set forth by Cal/OSHA.

- A person's status two weeks after receiving the second dose of any combination of two doses of a COVID-19 vaccine that is approved or authorized by the FDA or listed as a two-dose series by the WHO. The second dose of the series must not be received earlier than 17 days (21 days with a 4-day grace period) after the first dose.

Exclusion and Return to Work Criteria

Under all scenarios, including if exempt from exclusion but identified as a close contact, employees must **wear a well-fitting mask around others for 10 days, especially in indoor settings.**

Exclusion and Isolation: COVID-19 Cases

Shorter Isolation for Testing Protocol: Regardless of vaccination status, booster, previous infection or lack of symptoms, a **COVID-19 case** may not return to work until all the following criteria has been met:

- At least 5 days have passed since collection of first positive specimen or healthcare provider diagnosis;
- Symptoms are not present, or symptoms are resolving; and
- There is a diagnostic specimen collected on Day 5 or later and the test is negative (antigen test preferred).

Longer Isolation When No Testing is Conducted: Regardless of vaccination status, booster, previous infection or lack of symptoms, a **COVID-19 case** may not return to work until all the following criteria has been met:

- At least 10 days have passed since collection of first positive specimen or healthcare provider diagnosis;
- Symptoms are not present, or symptoms are resolving; and
- The employee is unable to test or does not test on Day 5 or later.

If fever is present, isolation must continue and employee may not return to work until fever resolves. If symptoms other than fever are not resolving, isolation must continue and employee may not return to work until symptoms are resolving or until after Day 10 from the positive test. If an employee tests positive on Day 5 or later, they must continue isolation and may not return to work until at least after Day 10 from the first positive test.

Exclusion and Quarantine: Close Contact Exposures

No Quarantine Required for Testing Protocol: Employees who are **boosted or fully vaccinated but not yet booster-eligible** do not need to be excluded after a **close contact exposure** if all the following criteria has been met:

- A diagnostic specimen is collected on Day 5 or later after the last the close contact exposure and the test is negative (antigen test preferred); and
- Symptoms are not present.

If the employee cannot be tested on Day 5, they must wear a face covering and maintain a six feet distance for 14 days after the close contact.

No Quarantine Required for Testing Protocol: Employees who are **fully vaccinated and booster-eligible but have not yet received their booster dose** do not need to be excluded after a **close contact exposure** if all the following criteria has been met:

- A diagnostic specimen is collected within Days 3-5 after the last the close contact exposure and the test is negative (antigen test preferred); and
- Symptoms are not present.

If the employee cannot be tested on Days 3- 5, they must wear a face covering and maintain a six feet distance for 14 days after the close contact.

Shorter Quarantine for Testing Protocol: Employees who are unvaccinated, including persons with natural immunity, must be excluded after a **close contact exposure** until all the following criteria has been met:

- At least 5 days have passed since the last close contact to the COVID-19 case;
- A diagnostic specimen collected is on Day 5 or later after the last the close contact exposure and the test is negative (antigen test preferred); and
- Symptoms are not present.

Longer Quarantine When No Testing is Conducted: Employees who are unvaccinated, including persons with natural immunity, who do not test must be excluded after a **close contact exposure** until all the following criteria has been met:

- At least 10 days have passed since the last close contact to the COVID-19 case; and
- Symptoms are not present.

If the employee tests positive after a close contact exposure, they must follow the Isolation COVID-19 case requirements above. If symptoms develop after the close contact exposure, they must be excluded, test, and stay home follow the Isolation COVID-19 case requirements above.

If an order to isolate, quarantine, or exclude an employee is issued by a local or state health official, the employee must be excluded and/or must not return to work until the specified period of isolation or quarantine is completed or the order is lifted. If not specified, the period will be in accordance with the applicable return-to-work period above.

All employees subject to the exclusion and return to work criteria set forth above, must complete and return the **Exclusion and Return to Work Attestation Form**.

If an order to isolate, quarantine, or exclude an employee is issued by a local or state health official, the employee will not return to work until the specified period of isolation or quarantine is

completed or the order is lifted. If no period was specified, then the period will be in accordance with the applicable return to work period stated above.

Training Requirements

BGCHV will train employees on the potential hazards of COVID-19 and will utilize CDC and CDPH guidelines as a baseline for meeting this training requirement.

Employees will be trained and provided instruction on BGCHV's COVID-19 policies and procedures to protect employees from COVID-19 hazards and how to participate in the identification and evaluation of COVID-19 hazards in the workplace.

Employees will be trained and provided instruction on COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.

Employees will be provided information on how to access COVID-19 testing and vaccination and about the effectiveness of vaccination at preventing COVID-19 transmission, serious illness, or death.

All training shall be performed by a competent person and documented.

BGCHV's employees and those working on Company property must be properly trained in the following categories when required based on exposure assessment, Cal/OSHA regulation, and/or CDC guidelines:

- Respiratory protection
- Bloodborne pathogens
- Hygiene (i.e. proper handwashing)
- Sanitation
- SDS sheets and product data
- Emergency procedures
- PPE
- Cough and sneeze etiquette
- Hand hygiene
- Avoiding close contact with sick persons
- Avoiding touching eyes, nose and mouth with unwashed hands
- Avoiding sharing personal items with coworkers

Face Coverings

Unless otherwise required by CDPH, Cal/OSHA, federal, state or local mandate or BGCHV policy, face coverings in the workplace will not be required regardless of vaccination status. However, BGCHV recommends that unvaccinated employees wear face coverings indoors. Face shields are not a replacement for face coverings but may be worn together for additional protections.

When face coverings are required, the following are exceptions to the requirement:

1. When alone in a room or vehicle.
2. While eating or drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent feasible.
3. Employees wearing respirators required by BGCHV.

4. Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person.
5. Specific tasks which cannot feasibly be performed with a face covering.
 - a. This exception is limited to the time period in which such tasks are actually being performed.

When face coverings are required, employees exempted from wearing face coverings due to a medical condition, mental health condition, or disability shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it. If the employee's condition or disability does not permit a non-restrictive alternative, the employee shall be at least six feet apart from all other persons and either fully vaccinated or tested at least weekly for COVID-19 during paid time and at no cost to the employee.

When face coverings are required, any employees not wearing a face covering pursuant to exception number 5 above shall be at least six feet apart from all other persons unless the unmasked employee is either (1) fully vaccinated or (2) tested weekly for COVID-19. BGCHV will inform any employees exempted under this section whether they will be tested weekly. Any testing will be during paid time and at no cost to the employee. Employees are free to wear face coverings, unless it would create a safety hazard such as interfering with the safe operation of equipment.

Employees will be provided with a face covering upon request regardless of vaccination status.

Personal Protective Equipment

Teams have reviewed required and necessary PPE for each task and will ensure that workers are properly trained to utilize PPE. OSHA's standard on PPE shall be followed in addition to the respiratory protection program.

Upon request, BGCHV will provide respirators for voluntary use to all employees who are not fully vaccinated and are working indoors or in vehicles with more than one person.

Whenever respirators are provided for voluntary use, BGCHV will train employees on:

1. How to properly wear the respirator provided; and
2. How to perform a seal check according to the manufacturer's instructions each time the respirator is worn, and the fact that facial hair interferes with a seal.

Eye Protection:

Employees must use appropriate eye or face protection when exposed to eye or face hazards from airborne COVID-19 particles, liquid chemicals, acids, or caustic liquids or chemical gases or vapors.

Hand Protection:

- Gloves are required to be worn when performing work which may potentially expose the hands' surfaces to COVID-19 or chemicals.
- Chemical Impervious (chemical resistant) gloves shall be worn when handling chemicals that specify that PPE gloves should be used.
- BGCHV will issue those employees working with chemicals their own individual gloves for hygiene purposes, or employees should use a new pair of disposable gloves with each job task.

Cleaning Procedures

BGCHV will implement increased cleaning and sanitation efforts on all project sites. In the event employees are performing cleaning methods, proper training and protective equipment will be available and must be utilized. Supervisors will review product data (SDS sheets) and train all workers on the product that is being utilized. SDS sheets must always be made available to workers.

It is BGCHV's expectation that job sites are cleaned on a frequent and consistent basis in a manner appropriate with its exposure. Bathrooms, doors, high use areas, etc. shall be cleaned daily. Workstations shall be cleaned daily or as needed.

High use or communal areas shall be given special attention and identified in site specific programs. Logs shall be kept ensuring the program is being executed, these logs shall be reviewed as part of the job site inspection process on a regular basis. If cleaning procedures or practices are found to be inadequate, site supervision shall make immediate adjustments to meet CDC guidelines and/or close the area to workers until it can be properly cleaned.

- Restrooms and break/lunchrooms must be cleaned at least once per day
- Trash cans and debris bins shall be cleaned, sanitized, and emptied as needed but at least daily
- Company vehicles, tools, and equipment shall be cleaned at least daily and before any new user.

Teams shall take steps to obtain emergency cleaning services and/or obtain emergency cleaning products in adequate supply to perform site cleaning if a positive COVID-19 case is confirmed at a project site. Extreme care shall be taken to ensure that the products being utilized to disinfect and sanitize an area are designed for COVID-19 and that workers performing the cleaning are adequately protected.

When selecting cleaning products, teams shall reference the approved EPA/CDC list of products prior to utilizing, ensuring that the product is appropriate for the intended surface.

Site Sanitation

BGCHV has implemented a site sanitation program consistent with Cal/OSHA and CDC requirements, with an increased focus on worker hygiene and sanitation. Teams shall consider the availability of equipment and cleaning products such as hand sanitizer and soap that is essential to workers maintaining proper hygiene.

If proper sanitation cannot be maintained or if essential products are not available, BGCHV's supervision may reduce, limit, or stagger work activities to ensure sanitation can be obtained.

Workers are encouraged to continuously wash their hands to prevent the potential spread of COVID-19.

Engineering Controls

Engineering controls help reduce exposure to hazards by isolating employees from the hazards. BGCHV has implemented the following engineering controls to increase employee safety, which may include but are not limited to:

- To the extent feasible, increased ventilation in the work environment.
- Installing clear plastic barriers, for example, between employees when performing temperature taking.
- Limiting interactions between employees and customers.

Administrative Controls

Administrative controls require action by both the employee and BGCHV. These are changes in work policies and procedures to reduce or minimize exposure to COVID-19 in the workplace. These changes are discussed in further detail in this Plan and include, but are not limited to:

- Requiring sick employees to stay at home (or to go home).
- Providing employees with up-to-date education and training on COVID-19 and protective behaviors (e.g., proper hygiene, PPE, and cough etiquette).
- Providing employees with and training employees on proper use of personal protective equipment.
- Requiring regular hand washing and use of hand sanitizer.

Testing of Symptomatic Employees

In addition to the testing set forth herein, BGCHV will make COVID-19 testing available at no cost to employees with COVID-19 symptoms who are not fully vaccinated, during employees' paid time.

Testing resources may be found on the California Department of Public Health website: <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Testing.aspx> or contact Human Resources hr@bgchv.com and via phone (714) 531-2582, ext. 112.

Confidentiality/Privacy

Except for circumstances in which BGCHV is legally required to report workplace occurrences of communicable disease, and/or the individual provides a written authorization to disclose his or her diagnosis to coworkers, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed that an unnamed employee has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others. BGCHV reserves the right to inform other employees that an unnamed co-worker has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health. BGCHV also reserves the right to inform subcontractors, vendors/suppliers or visitors that an unnamed employee has been diagnosed with COVID-19 if they might have been exposed to the disease so those individuals may take measures to protect their own health.

Reporting, Recordkeeping, and Access

This COVID-19 Prevention Program will be available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.

BGCHV will keep a record of and track all COVID-19 cases with the employee's name, contact information, occupation, location where the employee worked, the date of the last day at the workplace, and the date of a positive COVID-19 test. BGCHV will report information about COVID-19 cases at the workplace whenever required by law. Medical information will be kept confidential as required by law.

**EMPLOYEE ACKNOWLEDGMENT OF BOYS AND GIRLS CLUBS OF HUNTINGTON
VALLEY'S COVID-19 PREVENTION PROGRAM**

1. If an employee tests positive for COVID-19, the employee will not be permitted to enter the workplace and must seek immediate medical attention. An employee testing positive must stay away from the workplace and should self-quarantine for the appropriate period required by public health officials. The results of the test will be kept confidential to the greatest degree possible, except that the results will be provided to appropriate officials or managers of Boys and Girls Clubs of Huntington Valley ("BGCHV") who have a need to know this information and, if legally required, to appropriate public health officials.
2. Coronavirus is spread through close contact.
3. Employees should frequently (at least every hour) wash their hands throughout the day for at least 20 seconds each time.
4. BGCHV will provide hand sanitizer throughout the building. Employees should use hand sanitizer after touching surfaces that may have been touched by others, such as doorknobs, handles and countertops.
5. Employees should report to management if they have been in close contact with someone who has been diagnosed with COVID-19 or who is exhibiting symptoms consistent with the virus.
6. Employees should frequently clean and sanitize the workplace. Disinfectants and cleaning supplies will be available.
7. For the protection of all employees, all visitors will be required to follow these safety procedures to the greatest extent possible.

EMPLOYEE ACKNOWLEDGMENT

I understand that BGCHV is providing the personal protective equipment and other safety measures described above and agree to use it and follow them as required. I also understand and agree to follow the above procedures to protect my health and the health of others. I understand that failure to do so may result in discipline, up to and including termination of employment. If, at any time, I have any concerns regarding how to work safely and protect my health or the health of others, I will contact a supervisor.

Signature

Employee name (PLEASE PRINT)

Date: _____

Appendix A: Multiple COVID-19 Infections and COVID-19 Outbreaks

This Appendix will be implemented if three or more COVID-19 cases within an exposed group visit the workplace during their high-risk exposure period at any time during a 14-day period. This Appendix will stay in effect until there are no new COVID-19 cases detected in the exposed group for a 14-day period.

COVID-19 testing

- BGCHV will make COVID-19 testing available to all employees in an exposed group except:
 - Employees who were not present during the relevant 14-day period;
 - Employees who had COVID-19 and have met the return to work criteria will not need testing for 90 days after the initial onset of COVID-19 symptoms or, for those who never developed symptoms, 90 days after the first positive test.
- COVID-19 testing will be made available at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
 - Testing will immediately be made available to all employees in an exposed group and then again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine, isolation, or exclusion period required by, or orders issued by, the local health department.
 - After the first two COVID-19 tests, BGCHV will continue to make COVID-19 testing available once a week to all employees in the exposed group who remain at the workplace, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in the workplace for a 14-day period.
 - BGCHV will make additional testing available when deemed necessary by Cal/OSHA.

The following will also apply:

- Employees in the exposed group will wear face coverings when in doors, or when outdoors and less than six feet from another person, unless an exception to the face covering requirements applies;
- Employees in the exposed group may request a respirator for voluntary use if they are not fully vaccinated;
- BGCHV will evaluate whether to implement physical distancing of at least six feet between persons, or, where six feet physical distancing is not feasible, the use of cleanable solid partitions of sufficient size to reduce COVID-19 transmission.

Investigation of workplace COVID-19 illness

BGCHV will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with the COVID-19 Case Investigation.

COVID-19 investigation, review and hazard correction

In addition to the identification and evaluation of COVID-19 hazards and correction of COVID-19 hazards, BGCHV will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
 - Leave policies and practices and whether employees are discouraged from remaining home when sick.
 - COVID-19 testing policies.
 - Insufficient outdoor air.
 - Insufficient air filtration.
 - Lack of physical distancing.
- Updating the review:
 - Every thirty days that the outbreak continues.
 - In response to new information or to new or previously unrecognized COVID-19 hazards.
 - When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. BGCHV will consider:
 - Moving indoor tasks outdoors or having them performed remotely.
 - Increasing outdoor air supply when work is done indoors.
 - Improving air filtration.
 - Increasing physical distancing as much as possible.
 - Requiring respiratory protection.
 - In buildings or structures with mechanical ventilation, BGCHV will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, BGCHV will use filters with the highest compatible filtering efficiency. BGCHV will also evaluate whether portable or

mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.

Appendix B: Major COVID-19 Outbreaks

This Appendix will be implemented if 20 or more COVID-19 cases in an exposed group visit the workplace during their high-risk exposure period within a 30-day period. If implemented, this Appendix will stay in effect until there are fewer than three COVID-19 cases detected in the exposed group for a 14-day period.

All of the requirements set forth in Appendix A will be in place during a major outbreak, with the following additional actions:

- **COVID-19 testing:** BGCHV will make COVID-19 testing available twice a week, or more frequently if recommended by the local health department, to all employees in the exposed group regardless of vaccination status. COVID-19 testing will be provided at no cost to employees during paid time.
- BGCHV will provide a respirator for voluntary use to employees in the exposed group and will determine the need for a respiratory protection program or changes to an existing respiratory protection program to address COVID-19 hazards.
- Any employees in the exposed group who are not wearing respirators required by BGCHV will be separated from other persons by at least six feet, except where BGCHV can demonstrate that six feet of separation is not feasible, and except for momentary exposure while persons are in movement. Methods of physical distancing include: telework or other remote work arrangements; reducing the number of persons in an area at one time, including visitors; visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel; staggered arrival, departure, work, and break times; and adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees. When it is not feasible to maintain a distance of at least six feet, employees will be as far apart as feasible.
- At work stations where an employee in the exposed group is assigned to work for an extended period of time, such as cash registers, desks, and production line stations, and where the physical distancing requirement is not maintained at all times, BGCHV will install cleanable solid partitions that effectively reduce transmission between the employee and other persons.
- BGCHV will evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.
- Any other control measures deemed necessary by Cal/OSHA.