



# JOB OPTIONS' COVID-19 Protection Program (CPP)

## Objectives

- Become familiar with Job Options' new COVID-19 Protection Program (CPP).
- Increase health & safety awareness for employees to prevent potential exposure to COVID-19.

## Why is this important?

As the COVID-19 pandemic continues, it is essential that all JOI employees remain aware of the safe practices to follow to assist in minimizing the spread of the virus. It is also important to know what JOI is doing to help control exposure to the virus that may occur at our worksites in order to keep our employees safe.

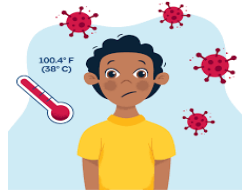
## Why have a COVID-19 Protection Program (CPP)?

While a vaccine has just been introduced and is being administered in tiers, we remain faced with the need to continue practicing ways to help stop the spread of the COVID-19 (CV-19) virus. To assist with this, Cal/OSHA implemented CV-19 Emergency Temporary Standards (ETS) that requires California employers to make sure that their efforts to manage CV-19 will adhere to both the new CV-19 Prevention Rule and orders issued by state and local public health departments. One of the requirements is to have a written CV-19 Protection Program (CPP). This training will provide you with important information that will assist you in knowing what JOI is doing to help keep you protected as well as provide you with how *you* can protect yourself and loved ones by having the knowledge needed to do so. (You may access a copy of JOI's CPP on our Safety website at: <http://safety.jobop.org>.)

## Symptoms & Transmission of CV-19

### SYMPTOMS typically include:

- ✓ Fever
- ✓ Cough
- ✓ Shortness of breath
- ✓ New loss of taste or smell



**Note:** Some people infected with the virus have reported experiencing no symptoms at all.

### TRANSMISSION

- ✓ COVID-19 is spread from person to person mainly through coughing, sneezing, and possibly talking and breathing.
- ✓ **DROPLET.** Respiratory secretions from coughing or sneezing landing on nose, mouth or eyes.
- ✓ **AEROSOL.** A solid particle or liquid droplet suspended in air.
- ✓ **CONTACT.** Touching something contaminated with the virus and then touching your mouth, nose, or eyes.

## How Can You Protect Yourself? General Principles

- ✓ Stay informed. Keep yourself updated with the latest information on the virus so you understand how to protect yourself and others.
- ✓ Practice social distancing (stay at least 6 feet away from others, including co-workers and customers).
- ✓ Wash your hands frequently with soap and water for at least 20 seconds.
- ✓ Use an alcohol-based hand sanitizer.
- ✓ Avoid touching your eyes, nose, and mouth with unwashed hands.
- ✓ Stay home when you are sick.
- ✓ Cough or sneeze into a tissue or your elbow—never into your hands!
- ✓ Clean and disinfect frequently touched objects and surfaces such as:
  - cell phones – door knobs – light switches – tables – countertops – keyboards – faucets
- ✓ Wear a mask.
- ✓ Do not share equipment or tools. If you must share items, disinfect before and after each use.
- ✓ Practice good housekeeping.



### FACT OR FICTION?

1. Hand sanitizer is more effective than washing your hands with soap and water.
2. You only need to wash your hands for at least 20 seconds.



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## What Policies & Procedures Are in Place to Protect You At Work?

### Identification and Correction of Hazards

- JOI will be conducting ongoing inspections to evaluate COVID-19 hazards periodically and as needed to assess the need for different or additional controls.
- Hazards will be corrected in a timely manner according to the severity.
- Employees are encouraged to assist with identifying any COVID-19 hazards in the workplace along with developing possible controls or solutions.
- If you notice any COVID-19 hazards at your worksite, report it immediately to your supervisor, project manager, or JOI's Safety Department.
- Employees can report symptoms and hazards without fear of reprisal.



### Administrative Controls

- Schedules may be staggered to control arrival, departure, work, and break times in an effort to reduce the amount of people arriving, working, or taking a break.
- Employees experiencing any COVID symptoms should call their immediate manager and stay home.
- Employees will be trained on COVID best practices, risk factors, and protective behaviors such as cough etiquette and care of PPE.
- Tissues, hand soap, alcohol-based hand sanitizers containing at least 60% alcohol, disinfectants, and disposable towels are provided by JOI to help protect you and keep you safe.

### Safe Work Practices

- Cleaning: wear disposable gloves. Use soap and water to clean surfaces, then use disinfectant. The soap and water reduces the amount of germs, dirt, and impurities on the surface, and disinfecting kills the germs on the surface.
- Frequently clean and disinfect surfaces that are most often touched such as: door knobs, light switches, countertops, keyboards, faucets, sinks, etc.
- Use a household disinfectant from the CDC's List N. Follow the instructions on the label and use exactly as directed to ensure safe and effective use. Use appropriate PPE.
- Wash your hands often for at least 20 seconds to help protect you from germs. If soap and water are not available, use an alcohol-based hand sanitizer.



### Personal Protective Equipment (PPE)

- PPE provided by JOI varies by site and may include gloves, goggles, face shields, face masks, respiratory protection.
- Training on proper use, care, and disposal of PPE will be conducted.
- PPE must not be shared.
- Items such as vehicles, computers, keyboards, writing materials, instruments, or tools should not be shared to the extent possible.
- Any items that must be shared should be shared as minimally as possible and should be disinfected between each use.



### QUICK CHECK-UP:

1. If I notice any CV-19 hazards, who should I report it to?
2. Is it ok for me to share my PPE with another person?
3. If you absolutely have to share items with others, what should you do?
4. Will I get in trouble for reporting what I think is a CV-19 hazard or CV-19 symptoms?



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## COVID-19 Related Benefits

JOI's California employees have been notified that the **COVID-19 Supplemental Paid Sick Leave (SPSL)** required by AB 1867 **ended on 12/31/2020**. Our safety practices and COVID-19 related protocols are in place to assist in preventing our greatest assets—each of our employees—from exposure to the virus. It is essential that each of us strictly comply with those safety practices *WHILE AWAY FROM WORK AS WELL*. What you do outside of work can affect your safety and that of your co-workers when you come back to work. Safety doesn't take any breaks! Please be focused on continuing to practice social distancing, wearing of your mask, sanitizing high-touch surfaces & handwashing.

In the event you or your loved one that you are caring for are impacted by COVID-19, you may be eligible for FMLA and/or State Disability. If so, please contact Erica Rodriguez, HR Dept., at [erodriguez@joboptionsinc.org](mailto:erodriguez@joboptionsinc.org) for more information.

## Who's Been Paying Attention?

1. What are some of the typical symptoms of COVID-19?

- A. Fever
- B. Cough
- C. Shortness of breath
- D. New loss of taste or smell



2. Name at least two ways you can help protect yourself from COVID.

3. When physically distancing yourself from others, how many feet apart should you be?

4. If you absolutely have to share equipment, tools, or other things, what should you do before and after use?

5. Who should you tell if you identify a COVID-19 hazard at your worksite?

6. Name at least 3 frequently touched surfaces that should be disinfected on a regular basis.

7. How should I use household disinfectants?

Name: \_\_\_\_\_

Site: \_\_\_\_\_

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