



Attachment IV

**LOS ANGELES COUNTY**

**SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM (SCSEP)**

**HOST AGENCY COVID-19 SAFETY PROTOCOL CHECKLIST FORM**

As we find our program approaching the time when SCSEP participants may return to or begin their in-person Community Service Assignments with our Host Agency partners, protecting their health and safety is a mutual priority. In an effort to minimize our participants' potential risk to COVID-19, we have implemented the verification checklist below based on Center for Disease Control (CDC) and County of Los Angeles Department of Public Health (LACDPH) recommendations and guidelines. This checklist must be completed and agreed upon by all LA County SCSEP Host Agencies and shall remain in effect until further notice provided by Workforce Development, Aging and Community Services (WDACS). More information can be found at: <http://www.lapublichealth.org/media/Coronavirus/>

**To reduce the impact of the COVID-19 outbreak on businesses, employers, employees, participants and customers, Host Agencies must exercise safe practices following all local, state, and federal mandates.** Please review and verify that your agency is currently adhering to these recommendations and guidelines by having the Host Agency supervisor initial next to each item on the checklist below and sign the form at the bottom. LA County SCSEP Host Agencies given guidance herein must assist in identifying risk areas in the workplace and implement appropriate control measures. Program participants must be afforded all the safety guidelines below. Once this form is completed, the SCSEP AJCC will allow assigned participants to resume in-person training.

**Signage/Protocols:** Upon entry to the building, signage/protocol must be in place to ensure that staff/volunteers/participants are wearing face coverings. Host Agency must also require visitors to wear face coverings, observe social distancing rules provided by LACDPH. If individuals must be within six feet of one another, face coverings will be worn by each party.

**Hand Washing/Sanitizing:** Host Agencies must create signage to promote frequent, thorough hand washing, throughout the day, using soap and water for at least 20 seconds or hand sanitizer with at least 60% alcohol, if soap and water are not available.

**Social Distancing:** Physical workspaces must be modified to maximize social distancing, wherever possible, including plexiglass dividers. Gatherings in common areas, like break rooms and meeting rooms, are prohibited unless social distancing is possible. Host Agencies must have social distancing protocols in place in accordance with guidance with LACDPH: [Best Practices: Guidance for Businesses \(lacounty.gov\)](https://www.lapublichealth.org/media/BestPracticesGuidanceforBusinesses)

**Personal Protective Equipment (PPE):** Host Agencies must provide protective face coverings for all participants, and additional necessary PPE, as required, to keep participants safe while performing their training duties. Examples of PPE include gloves, goggles, face shields, face masks, and respiratory protection, when appropriate. Host Agencies must provide participants and visitors with tissues and trash receptacles.

**Cleaning and Disinfection:** Cleaning and disinfection of common, high traffic areas and commonly used and frequently touched objects, equipment, and surfaces must be conducted routinely, up to but not limited to every 4-6 hours the business is open in accordance with guidance from LACDPH, with proper supplies provided to staff/volunteers. If individuals who have confirmed COVID-19 have been in the Host Agency, enhanced cleaning and disinfection must be performed, according to CDC cleaning and disinfection guidelines.

**Symptom Checks:** Host Agencies shall ensure that symptom checks are conducted before participants enter the workplace. Checks must include an evaluation concerning cough, shortness of breath, fever, and any other symptoms a participant may be experiencing. Host Agencies must prohibit visitors' entrance into the Host Agency training site, if they are exhibiting symptoms. Host Agencies must instruct participants to stay at home if they are sick.

- If screenings and temperature checks are not being conducted on-site, staff/volunteers/SCSEP participants must be instructed to self-screen prior to reporting for duty daily and be directed not to attempt to enter the building if any of the following symptoms are present:
  - Fever equal to or higher than 100.4°F or feeling feverish (chills, sweating)
  - New cough
  - Difficulty breathing
  - Sore throat
  - Muscle aches or body aches
  - Vomiting or diarrhea
  - New loss of taste or smell
  - Are under evaluation for COVID-19 (for example, waiting for the results of a viral test to confirm infection)
  - Have been diagnosed with COVID-19 and not yet cleared to discontinue isolation

**Participant Notification:** On the first day that in-person training resumes/begins, the participant must be provided information on all safety measures, policies, and procedures that the Host Agency has put in place to minimize risk of COVID-19 exposure.

**Maintenance of Effort:** The Host Agencies must adhere to the Maintenance of Effort clause in the Host Agency Agreement, in which a participant's training at the Host Agency WILL NOT result in one or more of the following:

- The partial or total displacement of currently employed workers,
- The participant replacing a position from which an employee has been laid off (or furloughed),
- The impairment of existing contracts or the substitution of Federal funds for other funds in connection with work that would otherwise be done.

Develop Policies and Procedures for Prompt Identification and Isolation of Sick People

Host Agencies shall instruct participants and visitors to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure. Where appropriate, Host Agencies shall develop policies and procedures for immediately isolating people who have signs and symptoms of COVID-19, and train participants to implement them. Safe work practices are types of administrative controls that include procedures for appropriate work used to reduce the duration or frequency of exposure to a hazard.

Host Agency agrees to notify the program immediately but no later than within a 24-hour period if the business becomes aware of any occurrence where the participant, another employee, or a member of the public that came to the training site, display symptoms, or test positive for COVID-19. It is at the SCSEP AJCC program provider's and WDACS' discretion to remove participants from the Host Agency under these circumstances until it is deemed a safe site again by the SCSEP AJCC program provider and/or WDACS.

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**The undersigned Host Agency Representative has carefully examined the training site conditions and ensures full compliance with the guidelines above:**

**Host Agency Name:** \_\_\_\_\_

**Host Agency Supervisor Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**SCSEP AJCC Name:** \_\_\_\_\_

**SCSEP AJCC Representative Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_