



# Site Protection Plan

**Organization Name:** Rising Sun Center for Opportunity

**Location coverage of this plan:** All permanent and temporary offices and facilities

**This COVID-19 Site-Specific Protection Plan was most recently updated on:** 6/8/22

I,    Ian Laettner    certify that all employees have been provided a copy of this Site-Specific Protection Plan, have reviewed the document, and received training as required in this SPP.

Name:	<b>Ian Laettner</b>	Signature:		Date:	<b>6/8/22</b>
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## A. Site-Specific Protection Plan Introduction and Sources

Rising Sun's priority in making this action plan is to keep all persons who enter into Rising Sun facilities as safe as possible, while ensuring our ability to carry out our organizational mission.

To this effect, Rising Sun has developed, with guidance from and in compliance with the Bay Area County's Public Health Departments, an action plan for the reopening and continued operation of our offices and facilities. This plan, until further notice, will apply to all exempt and non-exempt, permanent and temporary, both seasonal and non-seasonal employees, volunteers, and program participants, should they enter Rising Sun buildings. This Site-Specific Plan is subject to change depending on County, State, and Centers for Disease Control and Prevention (CDC) guidance. Rising Sun has also read the following documents and is in compliance with the measures identified in the following Orders:

- Employer has read the [California Department of Public Health Industry Guidance](#) to determine if it is allowed to reopen.
- Employer has read the [California Department of Public Health Mask Guidelines](#) and is complying with and implementing measures identified in the Order.

(See [Appendix A](#) for County, State, DIR, OSHA, and CDC resources)

## B. Control Measures and Screening

In addition to being in compliance with the measures identified above, Rising Sun is also instituting a suite of individual control measures and screenings to ensure the safety of all staff, participants, and visitors. These individual control measures and screenings include:

- The implementation of this Site-Specific Protection Plan (SPP)
- The implementation of a Mandatory Vaccination Policy for employees as well as for participants, independent contractors, and volunteers.
- The requirement of masks to be worn indoors at all times by all persons. The exceptions include when an individual is eating or drinking, while in a room, office, or other enclosed space by themselves, or while outdoors. Masks must cover both nose and mouth and should immediately be changed if a mask has been structurally compromised, i.e. torn or cut. For more information about masks, refer to [Get the Most out of Masking.](#)
- Requirements for individuals who are sick or exhibiting symptoms of COVID-19 to stay home per the local county guidance for Returning to Work after Isolation or Quarantine; see guidelines below.

Types of protective equipment provided to individuals at Rising Sun's worksite location include:

- One-time-use masks, as many as needed throughout the day - individuals may wear their own reusable masks as long as their masks adhere to the requirements in the section above and they are washed daily as indicated by the [CDC](#).
- Hand sanitizer, as much as needed throughout the day
- Hand soap and paper towels, as much as needed throughout the day

## C. Visitors

A visitor is defined as any individual who is not a Rising Sun employee, program participant, Board member, or independent contractor. The visitor(s) will be required to follow all guidance communicated through building signage and their Rising Sun contact, including but limited to, wearing a mask while indoors. If it is determined at any point that a visitor is failing to follow any protocols laid out in the Site-Specific Protection Plan after being reminded of them, they may be asked to leave the Rising Sun property immediately.

### **Larger Groups and Events**

Rising Sun is required to ask for proof of vaccination from all in attendance when hosting indoor events with over 50 people where food and beverages are served, as outlined in the [guidelines from the City of Oakland](#). These guidelines apply to events hosted at all Rising Sun locations.

### **D. Cleaning and Disinfecting**

In addition to instituting the suite of control measures and screenings listed above, Rising Sun is also instituting cleaning and disinfecting protocols to ensure the safety of all staff members. These cleaning and disinfecting protocols include:

- Maintain a consistent cleaning and disinfecting schedule of a minimum of 1 time per week with a professional cleaning crew at appropriate offices. Cleaning frequency may change depending on need and local County guidance updates.
- Hand washing facilities will be made available and will stay operational and stocked at all times and additional soap, paper towels, and hand sanitizer are supplied when needed.
- Sanitizing supplies are provided to promote employees' personal hygiene. This may include tissues, no-touch trash cans, hand soap, alcohol-based hand sanitizers, disinfectants, and disposable towels.
- Cleaning products are used that meet the Environmental Protection Agency (EPA)'s-approved list for use against [COVID-19](#).
- Cleaning products will be available for employees at high-touch areas such as desks, handrails, copy machines, bathrooms, door handles, etc.

### **E. Building Safety Measures and Procedures**

*(See [Appendix B](#) for ventilation and circulation resources)*

#### **Rising Sun's Oakland HQ Office:**

To maintain healthy indoor air quality as best as possible, Rising Sun will:

- Run the Nest Thermostat fans (1st and 3rd floor) during hours of operation.
- Keep doors and windows open during hours of operation to increase ventilation, as long as it is secure to do so.
- HVAC system has been serviced with MERV 13 rated filters.
  - System to be serviced and filters replaced every 3-6 months.
- Individual HEPA filters will be placed in spaces expected to have lower circulated air flow.
- The 2 additional filters in the workshop will remain on while space is in use.
- Bathroom fans to be kept on continuously while the building is occupied.
- Signage to be posted for the following:

- Full Site-Specific Protection Protocol.
- Directions for:
  - How to properly wear a mask.
  - How to effectively wash and sanitize hands.

### **Rising Sun's Satellite Offices:**

To maintain healthy indoor air quality as best as possible, Rising Sun will:

- Run fans and/or air conditioning during hours of operation.
- Keep doors and windows open during hours of operation to increase ventilation, as long as it is secure to do so.
- Individual HEPA filters will be placed in spaces expected to have lower circulated air flow.
- Bathroom fans to be kept on continuously while the building is occupied.
- Signage to be posted for the following:
  - Full Site-Specific Protection Protocol.
  - Directions for:
    - How to properly wear a mask.
    - How to effectively wash and sanitize hands.

### **F. Carpooling**

Carpooling is deemed an acceptable transportation option for staff and participants to attend Rising Sun related meetings, Green House Calls, events, field trips, etc. If an individual chooses to carpool with others, they are expected to review the requirements and best practices outlined below.

#### *Carpooling Requirements:*

- All carpool riders must be vaccinated.
- All carpool riders must wear a mask while in a vehicle with others.

#### *Carpooling Best Practices:*

- Open all of the windows.
- Turn the fan on high and set it to outdoor air.
- Limit the number of people to ensure comfortability and safety of all riders.
- Carpool riders should aim to ride with the same people each time travel occurs.

*REMINDER:* Having more people in a vehicle at one time creates a higher risk of contracting or spreading COVID-19.

### **G. Positive COVID-19 Tested Individual**

#### **If an Employee, Participant or Contractor Tests Positive for COVID-19:**

- **Isolation** keeps someone who has COVID-19, with or without symptoms, away from others, even in their own home.
- **Quarantine** keeps a person who was in close contact with someone who has COVID-19 away from others.

Persons Who Test Positive for COVID-19 (Isolation)	Counties these processes apply to	Recommended Action
<ul style="list-style-type: none"> <li>If you have tested <b>positive</b> for COVID, you will need to <b>isolate</b> regardless of vaccination status or lack of symptoms</li> </ul>	<ul style="list-style-type: none"> <li>Alameda</li> <li>San Joaquin</li> <li>Santa Clara</li> <li>Sonoma</li> </ul>	<ul style="list-style-type: none"> <li><b>Stay home for at least 5 days.</b></li> <li>Isolation can end after Day 5 if symptoms are not present or are resolving <b>and</b> a diagnostic test (<b>antigen preferred</b>) is negative.</li> <li>If unable to test or choose not to test, it is best to isolate through Day 10.</li> <li>If fever is present, isolation should continue until <b>24 hours after fever resolves.</b></li> <li>If other symptoms are not resolving, continue to isolate until <b>symptoms are resolving</b> or until after Day 10.</li> <li>Wear a <b>well-fitting mask</b> around others for a total of 10 days, especially in indoor settings (see masking guidance above for additional information).</li> </ul>
<ul style="list-style-type: none"> <li>If you have tested <b>positive</b> for COVID, you will need to <b>isolate</b> regardless of vaccination status</li> </ul>	<ul style="list-style-type: none"> <li>San Francisco</li> </ul>	<p><b>If you had symptoms</b>, you must stay home until</p> <ul style="list-style-type: none"> <li>5 days have passed since your symptoms started <b>and</b></li> <li>You do not have a fever, <b>and</b></li> <li>Your symptoms are getting better, <b>and</b></li> <li>You have a negative test collected between day 5-10.</li> </ul> <p><b>If you never had symptoms</b>, you must stay home for 5 days after your positive test. If you do not get re-tested on day 5, you must stay at home for 10 days after your positive test.</p> <p>If unable to test or choose not to test, you may leave after day 10. However, if fever is present, continue to stay home until it resolves. You are encouraged to wear a well-fitting mask around others for a total of 10 days, especially in indoor settings.</p>

Persons Who are Exposed to Someone with COVID-19 (Quarantine)	Counties these processes apply to	Recommended Action
<ul style="list-style-type: none"> <li>Unvaccinated; <b>OR</b></li> <li>Vaccinated and booster-eligible** but have not yet received their booster dose</li> </ul>	<ul style="list-style-type: none"> <li>Alameda</li> <li>San Joaquin</li> <li>Santa Clara</li> <li>Sonoma</li> </ul>	<ul style="list-style-type: none"> <li><b>Stay home for at least 5 days</b>, after your last contact with a person who has COVID-19.</li> <li>Quarantine can end after Day 5 if remain <b>asymptomatic and test negative</b> on Day 5 or later.</li> <li>If unable to test or choose not to test, it is best to quarantine through day 10.</li> <li><b>Mask around others</b> for a total of 10 days, especially in indoor settings.</li> <li>If you have <b>symptoms, stay home and test</b>, if possible. If you cannot test or your test is positive, isolate for 10 days.</li> <li>If test is <b>positive</b>, follow isolation recommendations.</li> </ul>

<ul style="list-style-type: none"> <li>● <b>Not Up-to-Date</b> on COVID-19 Vaccines (Unvaccinated; <b>OR</b> Vaccinated and booster-eligible** but have not yet received their booster dose)</li> </ul>	<ul style="list-style-type: none"> <li>● San Francisco</li> </ul>	<p>You must stay home for <b>at least 5 days</b> since your last Close Contact.</p> <ul style="list-style-type: none"> <li>● You should test on day 5.*</li> <li>● In order to leave your house you must have a negative test collected on day 5 or later.</li> <li>● If unable to test or choose not to test, you may leave your home after day 10.</li> </ul> <p>After you leave your house, you are encouraged to wear a <b>well-fitting mask</b> around others for an additional <b>5 days</b>, especially in indoor settings. <b>If symptoms develop, test, stay home and follow directions above.</b></p>
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<b>Persons Who are Exposed to Someone with COVID-19 (No Quarantine)</b>	<b>Counties these processes apply to</b>	<b>Recommended Action</b>
<ul style="list-style-type: none"> <li>● <b>Up-to-date</b> (Boosted; OR Vaccinated, but not yet booster-eligible)</li> </ul>	<ul style="list-style-type: none"> <li>● Alameda</li> <li>● San Joaquin</li> <li>● Santa Clara</li> <li>● Sonoma</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Test</b> 3-5 days after last exposure.</li> <li>● <b>Wear a well-fitting mask</b> around others for 10 days, especially in indoor settings (see masking guidance above for additional information).</li> <li>● If you have symptoms, stay home and test, if possible. If you cannot test or your test is positive, isolate for 10 days.</li> <li>● If the test is <b>positive</b>, follow isolation recommendations.</li> </ul>
<ul style="list-style-type: none"> <li>● <b>Up-to-Date</b> on for COVID-19 Vaccines (or confirmed COVID-19 infection in the last 90 days)</li> </ul>	<ul style="list-style-type: none"> <li>● San Francisco</li> </ul>	<p>You do not have to quarantine.</p> <ul style="list-style-type: none"> <li>● You should get tested on day 5 after Close Contact.*</li> <li>● You are encouraged to wear a well-fitting mask around others until day 10, indoors and outdoors.</li> </ul>

(See [Appendix C](#) for County, State, and CDC resources)

**In the event that any Rising Sun Employee, Participant, or Independent Contractor tests positive for COVID-19, Rising Sun will take the following steps:**

Non-Outbreak Scenario (fewer than 3 positive cases)

1. Exclude from the workplace employees who test positive for COVID-19 and follow the requirements for preserving their pay and benefits.
2. Inform the individual who tested positive that the time they spend being tested is considered compensable hours worked.
3. Follow all recordkeeping and reporting requirements for employee COVID-19 cases.
4. Follow the [CDC's](#) guideline for return-to-work criteria for returning excluded employees to work.

5. Notify all employees, participants, independent contractors, and visitors who may have had COVID-19 exposure within one business day in a manner that does not reveal the COVID-19 case's personal identifying information.
6. Investigate the exposure and address hazards.
7. Re-train staff of safety protocols and procedures as well as how to properly use PPE.
8. Redistribute this Site-Specific Protection Plan for review.
9. Provide information on Supplemental Sick Leave, effective January 1, 2022 through September 30, 2022.
10. Redistribute the Remote Work Policy for clarification on alternative working locations while asymptomatic and positively tested for COVID 19.
11. Identify where, how, and why the potential exposure happened.
12. Modify the building's layout to minimize the likelihood of the type of exposure to happen again.
13. Follow the cleaning and disinfecting protocol outlined above to ensure a safe and healthy space immediately after being notified of a potential exposure of COVID-19 to any employee, participant, independent contractor, or visitor on Rising Sun grounds. Additional deep cleaning and disinfecting measures may be warranted by local County Public Health Departments.

#### Outbreak Scenario (3 more more positive cases)

*In addition to the list of actions above, Rising Sun will do the following:*

1. Rising Sun will contact the county in which the outbreak occurred if 3 or more employees test positive in a 2-week period.
2. Rising Sun will make no cost COVID-19 testing available to all employees who have had close contact with a COVID-19 case, regardless of vaccination status, on a weekly basis.
3. During a major outbreak (20 or more), employers must make no cost COVID-19 testing available to all employees who have had close contact with a COVID-19 case, regardless of vaccination status, twice a week, or more frequently if the local health department recommends it.

#### **H. Communication and Training**

And lastly, as part of Rising Sun's reopening of its work space all employees and participants will be trained by/with the Admin/Ops team on the following topics:

- Information from the [Centers for Disease Control and Prevention \(CDC\)](#) on COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.
- The importance of not coming to work if employees or participants have frequent and consistent COVID-19 [symptoms](#) or if they or someone they live with have been diagnosed with COVID-19.
- The vulnerability of those 60 years of age or older and people with chronic medical conditions, and the need to practice particular caution to protect these groups.
- The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or hand washing station, per CDC guidelines).
- Manufacturer's directions and Cal/OSHA requirements for safe use of personal hygiene and cleaning products.

- Proper use of:
  - Masks - how they can help protect the individual wearing it and those near them.
  - The importance of washing and/or sanitizing hands before and after using or adjusting masks..
  - Avoid touching eyes, nose, and mouth.
  - Masks to be washed if cloth or disposed of if single use after each shift.

**I. Individual and Legal Guardian Signatures**

Prior to signing this Site-Specific Protection plan, if you have any concerns or questions about any details within this document or the enforcement of its contents, please contact your supervisor or the Associate Director of Operations.

*I acknowledge that by signing this policy I have read it in its entirety, will abide by its protocols which is in effect from the initial date signed until the COVID-19 Health State of Emergency has been ended by the State of California.*

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**Individual's Printed First and Last Name**

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**Individual's Signature**

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**Date**

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**Individual's Legal Guardian's Printed First and Last Name** (If employee is under 18 years of age)

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**Individual's Legal Guardian's Signature** (If employee is under 18 years of age)

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**Date**

## J. Appendices

### Appendix A

#### Covid Resource Pages by County

- [Alameda County Public Health Department](#)
- [San Francisco County Department of Public Health](#)
- [San Joaquin County Public Health Services](#)
- [Santa Clara County Emergency Operations Center](#)
- [Sonoma County Emergency Readiness, Response, and Recovery](#)
- [California State Guidelines](#)
- [California Department of Industrial Relations](#) (DIR and CalOSHA)
- [Centers for Disease Control and Prevention](#) (CDC)

### Appendix B

#### Building Ventilation and Circulation

- [CDC's Ventilation in Building Guidelines](#)
- [American Society of Heating, Refrigerating, and Air-Conditioning Engineers \(ASHRAE\)](#)
- [Arup's](#) Mechanical Engineering Services team

### Appendix C

#### Isolation and Quarantine Resource Pages by County

- [Alameda County](#)
- [San Francisco County](#)
- [San Joaquin County](#)
- [Santa Clara County](#)
- [Sonoma County](#)

### Appendix D

#### Covid Case Reporting by County

- Alameda County Public Health Department
  - (510) 764-7836
  - [COVIDWorkplace@acgov.org](mailto:COVIDWorkplace@acgov.org)
- San Francisco County Department of Public Health
  - (628) 217-6100
  - [cases.workplaces@sfdph.org](mailto:cases.workplaces@sfdph.org)
- San Joaquin County Public Health Services
  - 209-468-3822
  - [caloshaaccidentreport@tel-us.com](mailto:caloshaaccidentreport@tel-us.com)
- Santa Clara County Emergency Operations Center
  - (408) 961-5500
  - [workplace@phd.sccgov.org](mailto:workplace@phd.sccgov.org)
- Sonoma County Emergency Readiness, Response, and Recovery
  - (707) 565-4566
  - [worksite-outbreaks@sonoma-county.org](mailto:worksite-outbreaks@sonoma-county.org)