

# **Kings Community Action Organization Administrative Policy**

**AP 3213  
Human Resources**

## **COVID-19 MITIGATION POLICY**

### **Purpose<sup>1</sup>**

To provide an evidence-based COVID-19 mitigation policy to guide staff on measures to reduce and/or prevent COVID-19 transmission, infection, or disease.

This policy is informed by objective evidence and findings from research and expert recommendations. Please refer to KCAO's Injury and Illness Prevention Plan (IIPP) for more detailed guidance regarding KCAO's Covid-19 prevention and response plan.

### **Authority and Responsibility**

All managers and supervisors are responsible for implementing and maintaining this policy and the procedures within the KCAO Illness and Injury Prevention Plan (IIPP) in their assigned work areas and for ensuring employees receive answers to questions about the plan in a language they understand.

### **Mitigation Strategies**

KCAO will:

- a. Use multiple strategies at the same time, such as masking, ventilation, and staying at home when sick because they are more effective in minimizing the impact of COVID-19 than use of one strategy alone only when required by State or Federal regulations.
- b. Consider the risk factors for staff and the clients served, strategies to be used when the impact of COVID-19 changes in the community, and how the risk of exposure could change depending on the services provided and needs of the community we serve (ie, individuals with disabilities, asthma, diabetes, pregnant women, etc.)

### **Community Levels**

The following information from the California Department of Public Health (CDPH) and Centers for Disease Control and Prevention (CDC) regarding COVID-19 will be used regarding the community levels in our county to guide which prevention behaviors to

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<sup>1</sup> This policy was adopted as required by the Office of Head Start, in consultation with the Head Start Health Services Advisory Committee (HSAC).

use, and when to use them, based on individual risk for severe illness and risk of members in households, their risk tolerance, and setting specific factors. COVID-19 community levels are based on hospitalization rates, hospital bed occupancy, and COVID-19 incidence during the preceding period.

CDC COVID-19 Community Level	CDPH/CDC Recommendations for Individuals and Communities	CDPH Recommendations in Indoor High-Risk Settings <sup>2</sup>
<p><b>Low:</b> There is lower community spread and impact on healthcare system of COVID-19.</p>	<p>People can wear a mask based on personal preference, informed by their own personal level of risk.</p> <p>Improve ventilation, testing to identify infection early, and following recommendations for isolation and after exposure.</p> <p>Vulnerable people<sup>3</sup>: Consider wearing a mask in crowded indoor public places. If you are a vulnerable person or live with a vulnerable person, consider taking additional precautions.</p>	<p>Wearing a mask is not required but may be considered if you are a vulnerable person.</p> <p>Individual decisions to wear a mask should be informed by individual risk.</p>
<p><b>Medium:</b> There is medium community spread and impact on healthcare system of COVID-19.</p>	<p>Consider wearing a mask in indoor public places.</p> <p>Vulnerable people: Wearing a mask is recommended in crowded indoor public places.</p> <p>If you have household or social contact with a vulnerable person, wearing a mask is recommended when indoors with them.</p>	<p>Wearing a mask is recommended.</p>
<p><b>High:</b> There is high community spread and impact on healthcare system of COVID-19.</p>	<p>Wearing a mask is recommended in indoor public places.</p> <p>Vulnerable people: Wearing a mask is strongly recommended in indoor public places.</p> <p>If you have household or social contact with a vulnerable person, wearing a mask is recommended when indoors with them.</p>	<p>Wearing a mask is strongly recommended</p>

<sup>2</sup> Indoor High-Risk Setting: A high-risk setting is one in which transmission risk is high (e.g., setting with a large number of persons who may not receive the full protection from vaccination due to co-existing medical conditions), and populations served and/or residing in those settings are at risk of more serious COVID-19 disease consequences including hospitalization, severe illness, and death.

<sup>3</sup> Vulnerable People: Those that are vulnerable include the unvaccinated, those that are immunocompromised, have certain disabilities, or have underlying health conditions, and those at risk of severe illness or death if they are infected with COVID-19. Such persons should consider taking extra precautions.

## **Communication Plan**

KCAO will communicate with staff and clients to ensure they are prepared to navigate the ongoing conditions of COVID-19, consistent with KCAO's IIPP.

The Executive Director or designee may establish written administrative guidelines to enforce a fair and consistent application of this policy.

Adopted by Board of Directors: December 20, 2023