

Model COVID-19 Prevention Program (CPP)

With some exceptions, all employers and places of employment are required to establish and implement an effective written COVID-19 Prevention Program (CPP) pursuant to an Emergency Temporary Standard in place for COVID-19 (California Code of Regulations (CCR), Title 8, section [3205\(c\)](#)). Cal/OSHA has developed this model program to assist employers with creating their own unique CPP tailored to their workplace.

Employers are not required to use this program. Employers may create their own program or use another CCP template. Employers can also create a written CCP by incorporating elements of this program into their existing Injury and Illness Prevention Program (IIPP), if desired. Cal/OSHA encourages employers to engage with employees in the design, implementation and evolution of their COVID-19 Prevention Program.

Using this model alone does not ensure compliance with the emergency temporary standard. To use this model program effectively, the person(s) responsible for implementing the CPP should carefully review:

- All of the elements that may be required in the following CCR, Title 8 sections:
 - [3205, COVID-19 Prevention](#)
 - [3205.1, Multiple COVID-19 Infection and COVID-19 Outbreaks](#)
 - [3205.2, Major COVID-19 Outbreaks](#)
 - [3205.3, Prevention in Employer-Provided Housing](#)
 - [3205.4, COVID-19 Prevention in Employer-Provided Transportation to and from Work](#)
 - The four [Additional Considerations](#) provided at the end of this program to see if they are applicable to your workplace.
- The additional guidance materials available at www.dir.ca.gov/dosh/coronavirus/



November 2020

COVID-19 Prevention Program (CPP) for Victor Valley UHSD

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

Date: January 28, 2021 (Revised April 05, 2021)

Authority and Responsibility

Ramiro Rubalcaba, Assistant Superintendent, Human Resources, has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by: Management is in ongoing communication with both bargaining units, Victor Valley Teachers Association (VVTA) and California School Employees Association (CSEA) Members. **Both associations and their representatives have been invited to be a part of the VVUHSD Safety Committee and are able to provide input and review safety plans including but not limited to Covid-19 prevention efforts.**

Employee screening

We screen our employees upon arriving on site each day. Before employees can enter any district building each morning face covering is required. Staff members who conduct temperature checks are wearing face covering and stand six feet behind an acrylic stand and has been supplied with face covering, alcohol sanitizing wipes, and hand sanitizer. Temperature taking Kiosk stations have been installed at every district office and school site so that employees and visitors can be temperature screened. A paper bracelet is given to employees to put on themselves which is confirming daily morning check has been administered. Temperature is taken using non-contact thermometer guns. Employees, students, and visitors are asked if they have had a fever of 100.4F or more in the last 72 hours, and have not had any cold, flu or COVID-19 symptoms in the last 72 hours. Any employee that exceeds the temperature check of more than 100.4F, is tested several more times and if still registering above 100.4F, is sent home to await further instructions. Signage to reaffirm these expectations have been posted at entrances.

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix B: COVID-19 Inspections** form, and corrected in a timely manner based on the severity of the hazards, as follows:

All managers and supervisors are responsible for communicating with staff about occupational safety and health. Discussing safety concerns are an ongoing dialogue between management and staff regularly. Updates on CDC recommended protocols are sent to all staff and bargaining units; VVTA and CSEA as received. Quarantining of staff, disinfecting of work place, regular cleaning schedules, and any reported issues are addressed and rectified immediately. The severity of the hazard will be assessed at the site level and reported to the appropriate staff.

Control of COVID-19 Hazards

Physical Distancing

Where possible, we ensure at least six (6) feet of physical distancing between employees and three (3) feet between students in classrooms at all times in our workplace by:

- **Eliminating the need for workers to be in the workplace – e.g., telework or other remote work arrangements as feasible and needed.**
- **Reducing the number of persons in an area at one time, including visitors.**
- **Floor stickers to indicate where employees and others should stand are placed on school site and district complex floors.**
- **Staggered work days, breaks and lunches are scheduled.**
- **Office staff have free standing, hanging or built in acrylic or glass shields.**
- **Staff in-person meetings are avoided, using virtual platforms to the extent possible.**

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

Face Coverings

We provide clean reusable cloth and disposable, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department. All staff was provided a five pack of cloth reusable masks as well as disposable masks are readily available. All employees are required to wear face covering at all times. All staff is noticed to wear face covering, signs are posted at front doors, administration at each site and department are kept abreast of what PPE has been issued and ensure their staff is issued the PPE. Any staff not wearing face covering will be instructed to do so. Reports of staff not wearing a mask for non-approved exceptions are rectified immediately and subject to corrective action. All students and visitors to District facilities are required to properly wear face coverings as described above. Re-usable and disposable masks are readily available for anyone entering District facilities.

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room.
While eating and 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 possible.
- 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. Alternatives will be made available as practicable on a case-by-case basis.

Engineering controls

We implement the following measures for situations where we cannot maintain at least six feet between individuals:

Office staff is provided: free standing acrylic desk shields, built in glass partitions, hanging acrylic shields, rolling acrylic shields, heavy-duty rolling temperature stations.

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by following the Cal-OSHA guidelines and manufacture recommendations for existing ventilation systems on the percentage of outside air damper controls to ensure efficiency and the highest safety possible. Bi-polar ionization units have been installed in every HVAC unit.

Cleaning and disinfecting

We implement the following cleaning and disinfection measures for frequently touched surfaces:

- Hands-free hand sanitizer units are placed in various locations around school sites and district complex.
- Daily disinfection of all office areas, cubicle, restrooms, kitchen areas is completed and signed off on posted cleaning schedule.
- Daily disinfection of touch points, common used equipment, including copiers, mail machine, etc.
- Personal disinfecting equipment is provided to staff, including alcohol wipes, gloves, spray disinfectant, UV wands.
- Custodial staff is equipped with electrostatic sprayer and hydrogen peroxide germ disinfectant.
- Cleaning, disinfecting, PPE and custodial supplies are in stock and distributed as well as refilled immediately upon request.
- All disinfection, PPE, sanitizing supplies are reported to site administration and department managers to ensure proper distribution, record keeping and reordering of readily available supplies.

Should we have a COVID-19 case in our workplace, we will implement the following procedures:

- Any staff member reporting they have a positive test for COVID-19 is contacted directly by the Asst. Supt. of Human Resources for Certificated staff and Management staff or Director, Classified Personnel for Classified staff.
- Staff member with positive results are quarantined at home.
- Applicable leaves are afforded by law and contractual agreements are recorded.
- Staff in contact with other staff members within 14 days of positive test results, are reported to Workers Compensation TPA, Hazelrigg Claims Management within three days.
- Disinfecting procedures are implemented in personal workspace, common areas of assigned building, maintenance vehicles, etc.
- Staff in contact other staff members within 14 days of positive test results, AB685 Notification of Possible Exposure is sent to all sites and departments that employee may have been in contact with during the 14 day period.
- The San Bernardino County Department of Public Health will be consulted for further guidance.

Shared tools, equipment and personal protective equipment (PPE)

PPE must not be shared, e.g., gloves, goggles and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible.

Where there must be sharing, the items will be disinfected between uses by.

- Currently office equipment, phones, headsets, desks, keyboards are not shared.
- Daily disinfecting of common areas, bathrooms, office equipment is completed and recorded.
- Sanitizing wipes, hand sanitizer is placed on each desk, common areas, reception areas, office equipment for additional sanitizing after staff use.
- Electro-static magnetic units with hydrogen peroxide germ spray cleaners are used to disinfect all school buses. School buses used for wi-fi hotspots, Nutrition Services food delivery and are sanitized each day before use.
- Custodians are supplied electrostatic spray units with hydrogen peroxide germ spray which will be implemented in daily disinfecting schedule and as required.
- Maintenance or custodial staff sharing equipment have been supplied disinfecting items, i.e., face covering, gloves spray disinfecting cleaners, spray mist.
- Any staff member is free to request PPE and sanitizing items which are in stock and readily available.
- PPE is not shared, i.e., gloves, disposable face masks, reusable masks, face shields.
- Sanitizing staff is provided with PPE and refill stock is readily available.
- Sharing of vehicles will be minimized to the extent feasible, high-touch points will be disinfected between users. Maintenance teams are staggered and traveling together only when unavoidable.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- Hand washing is encouraged as part of CDC protocols, including; face covering, six-foot distancing, and staying home if the employees do not feel well.
- Hands-free hand sanitizer stands are placed at the entrance of all buildings as well as located in common areas around the campus
- Hands-free hand sanitizer stands have been placed in each classroom.
- Personal size 8 oz hand sanitizer were issued to all staff and are refilled as needed.
- Hands-free paper towel dispenser are replacing old pull down paper towel dispenser.

Personal protective equipment (PPE) used to control employees' exposure to COVID-19

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.

We provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

- Disposable mask, reusable cloth mask, plastic face shields, face shield with drape, N95 masks are in stock and readily available to staff.

Investigating and Responding to COVID-19 Cases

This will be accomplished by using the **Appendix C: Investigating COVID-19 Cases** form.

Employees who had potential COVID-19 exposure in our workplace will be:

- Potential exposure is vetted through contact tracing by Asst. Supt. Human Resources or Director, Classified Personnel.
- Employee reporting possible or positive test of COVID-19 are contacted directly and given appropriate instructions.
- All staff at school site or department are sent AB685 Notification of Possible Exposure.
- All staff reported in contact tracing with possible exposure are contacted and given appropriate instructions.
- Asymptomatic weekly COVID-19 testing is available onsite at designated District facilities at no cost and employees with possible exposure are encouraged to be tested. Weekly Covid-19 at no cost to students will also be made available at each school site.
- Testing is also available at no cost at CVS, Rite Aid, Walgreens, SB County locations; sbcountycovid19.com/testing-sites, medical providers; HealthNet primary physician lab request, Kaiser Permanente, mydoctor.kaiserpermanente.org/covid-19/testing and available to employee during they duty day or after duty day as convenient to employee schedule.

System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Who employees should report COVID-19 symptoms and possible hazards to:
- Employees that report symptoms or positive test results to direct supervisor are referred immediately to Asst. Supt. Human Resources for Certificated and Management staff and Director, Classified Personnel.
- Every employee with symptoms, temperature of 100.4F or more at daily check in or during the course of the duty day, those reporting positive results are contacted directly vial telephone by Personnel for contact tracing and appropriate instructions.
- AB685 Notification of Possible Exposure is sent to site and department within 24 hours.
- All employees reporting possible or positive COVID-19 case are recorded on a confidential Google shared file.
- SB1159 Emergency Plan
- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Where testing is not required, how employees can access COVID-19 testing
- Asymptomatic weekly COVID-19 testing is available onsite at designated District facilities at no cost and employees with possible exposure are encouraged to be tested. Weekly Covid-19 at no cost to students will also be made available at each school site.
- Testing is available at no cost at CVS, Rite Aid, Walgreens, SB County locations; sbcountycovid19.com/testing-sites, medical providers; HealthNet primary physician lab request, Kaiser Permanente, mydoctor.kaiserpermanente.org/covid-19/testing and available to employee during they duty day or after duty day as convenient to employee schedule
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
- Employees reporting symptoms or positive tests results for COVID-19 are contacted directly and contract tracing is done. Possible exposed employees identified during contact tracing are

contacted directly and appropriate instructions are given, i.e. quarantine, encouraged to get no cost test, etc.

- California Emergency Paid Sick Leave Act and Families First Coronavirus Response Act, leaves were given to the employee until December 31, 2020 when the act expired. The new Covid-19 state leave has been extended from January 01, 2021 to September 30, 2021.
- Asymptomatic weekly COVID-19 testing is available onsite at designated District facilities at no cost and employees with possible exposure are encouraged to be tested. Weekly Covid-19 at no cost to students will also be made available at each school site.
- Testing is also available at no cost at CVS, Rite Aid, Walgreens, SB County locations; sbcounty covid19.com/testing-sites, medical providers; HealthNet primary physician lab request, Kaiser Permanente, mydoctor.kaiserpermanente.org/covid-19/testing and available to employee during their duty day or after duty day as convenient to employee schedule.
- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.

Training and Instruction

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Coronavirus online training was assigned via Target Solutions to all staff.
- AB685 Notification of Possible Exposure is sent to all possibly exposed staff with instructions.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and three feet in the classroom and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
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Appendix D: COVID-19 Training Roster will be used to document this training.

Reports are generated from Target Solutions online portal.

Exclusion of COVID-19 Cases

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.

- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by during California Emergency Paid Sick Leave Act and Families First Coronavirus Response Act, leaves were given to the employee until December 31, 2020 when the act expired. The new Covid-19 state leave has been extended from January 01, 2021 to September 30, 2021.
- Employee potentially exposed at the workplace are given the opportunity to file a workers compensation claim. Hazelrigg Claims Management is the district Third-Party Administrator of all claims and will investigated, processed and provide medical care to employee if and when the claim is accepted with industrial work related causation per all applicable COVID-19 presumptive laws SB1159.
- Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.
- COVID-19 Prevention Program will be assigned to staff via Target Solutions online portal.

Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
 - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
 - COVID-19 symptoms have improved.
 - At least 10 days have passed since COVID-19 symptoms first appeared.
 - COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
 - A negative COVID-19 test will not be required for an employee to return to work.
 - If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.
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Appendix B: COVID-19 Inspections

See the following link for further information and guidance: www.dir.ca.gov/dosh/coronavirus/

Date:

Name of person conducting the inspection:

Work location evaluated:

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			

Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Date: ongoing

Name of person conducting the investigation: Ramiro Rubalcaba and DeShawn Dickinson

Personnel staff maintains a confidential Google document recording all possible and positive COVID-19 staff, name, site, date of exposure, date of test, results, workers compensation notification done, dates of leave, return to work date.

Employee (or non-employee*) name:		Occupation (if non-employee, why they were in the workplace):	
Location where employee worked (or non-employee was present in the workplace):		Date investigation was initiated:	
Was COVID-19 test offered?		Name(s) of staff involved in the investigation:	
Date and time the COVID-19 case was last present in the workplace:		Date of the positive or negative test and/or diagnosis:	
Date the case first had one or more COVID-19 symptoms:		Information received regarding COVID-19 test results and onset of symptoms (attach documentation):	

Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:			
All employees who may have had COVID-19 exposure and their authorized representatives.	Date:		
	Names of employees that were notified:		
Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:		
	Names of individuals that were notified:		
What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?		What could be done to reduce exposure to COVID-19?	
Was local health department notified?		Date:	

*Should an employer be made aware of a non-employee infection source COVID-19 status.

Appendix D: COVID-19 Training Roster

Date:

Person that conducted the training: **Target Solutions online portal CoronaVirus 101**

Employee Name	Signature

Additional Consideration #1

Multiple COVID-19 Infections and COVID-19 Outbreaks

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 testing

- We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- Testing is available at no cost at CVS, Rite Aid, Walgreens, SB County locations; sbcountycovid19.com/testing-sites, medical providers; HealthNet primary physician lab request, Kaiser Permanente, mydoctor.kaiserpermanente.org/covid-19/testing and available to employee during they duty day or after duty day as convenient to employee schedule.
- COVID-19 testing consists of the following:
 - All employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
 - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
 - We will provide additional testing when deemed necessary by Cal/OSHA.
 - San Bernardino County Department of Public Health will be notified immediately upon the third confirmed positive case at any school site or department.
 - Cal Osha will be notified as soon as possible upon notification of a possible or confirmed COVID related employee death.
 - Hazelrigg Claims Management is notified within three days of positive test result of staff potentially in contact with other staff within 14 day period.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria** requirements, and local health officer orders if applicable.

Investigation of workplace COVID-19 illness

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 investigation, review and hazard correction

In addition to our CPP **Identification and Evaluation of COVID-19 Hazards** and **Correction of COVID-19 Hazards**, we 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:

- Our leave policies and practices and whether employees are discouraged from remaining home when sick.
- Our 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. We 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.
 - Respiratory protection.
 - [describe other applicable controls].

Notifications to the local health department

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

Additional Consideration #2

Major COVID-19 Outbreaks

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 testing

We will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria**, and any relevant local health department orders.

Investigation of workplace COVID-19 illnesses

We will comply with the requirements of our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 hazard correction

In addition to the requirements of our CPP **Correction of COVID-19 Hazards**, we will take the following actions:

- In buildings or structures with mechanical ventilation, we 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, we will use filters with the highest compatible filtering efficiency and install ionization units in each HVAC system. We 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.
- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.

Notifications to the local health department

We will comply with the requirements of our **Multiple COVID-19 Infections** and **COVID-19 Outbreaks-Notifications to the Local Health Department**.

Additional Consideration #3

COVID-19 Prevention in Employer-Provided Housing-(Not Applicable).

[This section will need to be added to your CPP if you have workers in employer-provided housing. Reference section 3205.3 for details. Employer-provided housing is any place or area of land, any portion of any housing accommodation, or property upon which a housing accommodation is located, consisting of: living quarters, dwelling, boardinghouse, tent, bunkhouse, maintenance-of-way car, mobile home, manufactured home, recreational vehicle, travel trailer, or other housing accommodations. Employer-provided housing includes a “labor camp” as that term is used in title 8 of the California Code of Regulations or other regulations or codes. The employer-provided housing may be maintained in one or more buildings or one or more sites, including hotels and motels, and the premises upon which they are situated, or the area set aside and provided for parking of mobile homes or camping. Employer-provided housing is housing that is arranged for or provided by an employer, other person, or entity to workers, and in some cases to workers and persons in their households, in connection with the worker’s employment, whether or not rent or fees are paid or collected.

- **This section does not apply to housing provided for the purpose of emergency response, including firefighting, rescue, and evacuation, and support activities directly aiding response such as utilities, communications, and medical operations, if:**
 - **The employer is a government entity; or**
 - **The housing is provided temporarily by a private employer and is necessary to conduct the emergency response operations.**
- **The requirements below for Physical distancing and controls, Face coverings, Cleaning and disinfecting, Screening, and Isolation of COVID-19 cases and persons with COVID-19 exposure do not apply to occupants, such as family members, who maintained a household together prior to residing in employer-provided housing, but only when no other persons outside the household are present.]**

Assignment of housing units

We will ensure that shared housing unit assignments are prioritized in the following order:

- Residents who usually maintain a household together outside of work, such as family members, will be housed in the same housing unit without other persons.
- Residents who work in the same crew or work together at the same worksite will be housed in the same housing unit without other persons.
- Employees who do not usually maintain a common household, work crew, or worksite will be housed in the same housing unit only when no other housing alternatives are possible.

Physical distancing and controls

We will ensure:

- The premises are of sufficient size and layout to permit at least six feet of physical distancing between residents in housing units, common areas, and other areas of the premises.
- Beds are spaced at least six feet apart in all directions and positioned to maximize the distance between sleepers’ heads. For beds positioned next to each other, i.e., side by side, the beds will be arranged so that the head of one bed is next to the foot of the next bed. For beds positioned across from each other, i.e., end to end, the beds will be arranged so that the foot of one bed is closest to the foot of the next bed. Bunk beds will not be used.
- Maximization of the quantity and supply of outdoor air and increase filtration efficiency to the highest level compatible with the existing ventilation system in housing units.

Face coverings

We will provide face coverings to all residents and provide information to residents on when they should

be used in accordance with state or local health officer orders or guidance.

Cleaning and disinfection

We will ensure that:

- Housing units, kitchens, bathrooms, and common areas are effectively cleaned and disinfected at least once a day to prevent the spread of COVID-19. Cleaning and disinfecting shall be done in a manner that protects the privacy of residents.
- Unwashed dishes, drinking glasses, cups, eating utensils, and similar items are not shared.

Screening

We will encourage residents to report COVID-19 symptoms to:

COVID-19 testing

We will establish, implement, and maintain effective policies and procedures for COVID-19 testing of occupants who had a COVID-19 exposure, who have COVID-19 symptoms, or as recommended by the local health department.

Isolation of COVID-19 cases and persons with COVID-19 exposure

We will:

- Effectively isolate COVID-19 exposed residents from all other occupants. Effective isolation will include providing COVID-19 exposed residents with a private bathroom, sleeping area, and cooking and eating facility.
- Effectively isolate COVID-19 cases from all occupants who are not COVID-19 cases. Effective isolation will include housing COVID-19 cases only with other COVID-19 cases, and providing COVID-19 case occupants with a sleeping area, bathroom, and cooking and eating facility that is not shared by non-COVID-19-case occupants.
- Keep confidential any personal identifying information regarding COVID-19 cases and persons with COVID-19 symptoms, in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.
- End isolation in accordance with our CPP **Exclusion of COVID-19 Cases and Return to Work Criteria**, and any applicable local or state health officer orders.

Additional Consideration #4

COVID-19 Prevention in Employer-Provided Transportation to and from Work-(Not Applicable).

Assignment of transportation

We will prioritize shared transportation assignments in the following order:

- Employees residing in the same housing unit will be transported in the same vehicle.
- Employees working in the same crew or worksite will be transported in the same vehicle.
- Employees who do not share the same household, work crew or worksite will be transported in the same vehicle only when no other transportation alternatives are possible.

Physical distancing and face coverings

We will ensure that the:

- Physical distancing and face covering requirements of our CPP **Physical Distancing and Face Coverings** are followed for employees waiting for transportation.
- Vehicle operator and any passengers are separated by at least three feet in all directions during the operation of the vehicle, regardless of the vehicle's normal capacity. Vehicle operator and any passengers are provided and wear a face covering in the vehicle as required by our CPP **Face Coverings**.

Screening

We will develop, implement, and maintain effective procedures for screening and excluding drivers and riders with COVID-19 symptoms prior to boarding shared transportation.

Cleaning and disinfecting

We will ensure that:

- All high-contact surfaces (door handles, seatbelt buckles, armrests, etc.) used by passengers are cleaned and disinfected before each trip.
- All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles and shifter, are cleaned and disinfected between different drivers.
- We provide sanitizing materials, training on how to use them properly, and ensure they are kept in adequate supply.

Ventilation

We will ensure that vehicle windows are kept open, and the ventilation system set to maximize outdoor air and not set to recirculate air. Windows do not have to be kept open if one or more of the following conditions exist:

- The vehicle has functioning air conditioning in use and the outside temperature is greater than 90 degrees Fahrenheit.
- The vehicle has functioning heating in use and the outside temperature is less than 60 degrees Fahrenheit.
- Protection is needed from weather conditions, such as rain or snow.
- The vehicle has a cabin air filter in use and the U.S. EPA Air Quality Index for any pollutant is greater than 100.

Hand hygiene

We will provide hand sanitizer in each vehicle and ensure that all drivers and riders sanitize their hands before entering and exiting the vehicle. Hand sanitizers with methyl alcohol are prohibited.