

COVID-19 School Guidance Checklist

January 14, 2021

CALIFORNIA
ALL

Your Actions
Save Lives



Date: 01/26/2021

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: French American+International School

Number of schools: 1

Enrollment: 967

Superintendent (or equivalent) Name: Melinda Bihn

Address: 150 Oak St

Phone Number: (415)558-2000

San Francisco, CA 94102

Email: melindab@frenchamericansf.org

Date of proposed reopening:
01/26/2021

County: San Francisco

Grade Level (check all that apply)

Current Tier: purple

TK 2nd 5th 8th 11th

(please indicate Purple, Red, Orange or Yellow)

K 3rd 6th 9th 12th

Type of LEA: private non-parochial

1st 4th 7th 10th

This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier, materials must additionally be submitted to your local health officer (LHO), local County Office of Education, and the State School Safety Team prior to reopening.

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is:

K12csp@cdph.ca.gov

LEAs or equivalent in Counties with a case rate $\geq 25/100,000$ individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.

For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:

I, Melinda Bihn, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents,

which satisfies requirements for the safe reopening of schools per CDPH Guidance on Schools. For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

Stable group structures (where applicable): How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

See detailed plan by grade level at [Better Together 2020-2021](#)

If you have departmentalized classes, how will you organize staff and students in stable groups?

See detailed plan by grade level at [Better Together 2020-2021](#)

If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?

See detailed plan by grade level at [Better Together 2021-2021](#)

Entrance, Egress, and Movement Within the School: How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

Face Coverings and Other Essential Protective Gear: How CDPH's face covering requirements will be satisfied and enforced for staff and students.

Health Screenings for Students and Staff: How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

Healthy Hygiene Practices: The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

Identification and Tracing of Contacts: Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

Physical Distancing: How space and routines will be arranged to allow for physical distancing of students and staff.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum: 6 or more feet

Minimum: 4-6 feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

For details on physical distancing, see <https://www.internationalsf.org/our-story/back-to-school-2020-2021>

Staff Training and Family Education: How staff will be trained and families will be educated on the application and enforcement of the plan.

Testing of Staff: How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

differs by tier as required by CDPH guidelines. Up to once/week.

Testing of Students: How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.

Planned student testing cadence. Please note if testing cadence will differ by tier:

asymptomatic testing in accordance with SFDPH guidelines.

Identification and Reporting of Cases: At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with [Reporting Requirements](#).

Communication Plans: How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

Consultation: (For schools not previously open) Please confirm consultation with the following groups

Labor Organization

Name of Organization(s) and Date(s) Consulted:

Name: Teacher Association

Date: 09/29/2020

Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

Name: Parent Association, all parents

Date: 08/03/2020

If no labor organization represents staff at the school, please describe the process for consultation with school staff:

For Local Educational Agencies (LEAs or equivalent) in PURPLE:

Local Health Officer Approval: The Local Health Officer, for (state County) San Francisco. County has certified and approved the CSP on this date: 09/22/2020. If more than 7 business days have passed since the submission without input from the LHO, the CSP shall be deemed approved.

Additional Resources:

[Guidance on Schools](#)

[Safe Schools for All Hub](#)

COVID-19 Prevention Program (CPP)

For NCIS

Version: 12/22/2020

COVID-19 Prevention Program (CPP) for NCIS

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

Date: 12/22/2020

Authority and Responsibility

Daniel Klingebiel and Andrew Harvill have 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.
- Utilize a testing regime that tests all employees and contractors, no less once every two months. This medical surveillance will provide greater insight into the effectiveness of our CPP.

Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by: Employees may email their supervisors with any observed hazards, or concerns to report. Additionally, numerous staff are tasked with conducting monthly safety inspections to identify and abate hazards

Employee screening

We screen our employees utilizing the screening guidance from SFDPH (see Appendix E). Each morning at shift start, supervisors ask the below questions. At smaller sites where a supervisor may not be present, the security officer and building engineer screen each other. Three questions are asked:

- A. Have you been diagnosed with covid19 in last 10 days?**
- B. Have you been in proximity for 15 minutes cumulative in a 24 hr period, with anyone known to have covid19?**
- C. Are you feeling ill and experiencing any of the following symptoms: Fever, chills, cough, sore throat, shortness of breath, fatigue, loss of taste, or smell, muscle aches, runny nose, headache, diarrhea, nausea, vomiting?**

Contractor and Guest screening

Generally speaking, guests are not allowed in the buildings. On rare occasion, and with invite only will a guest be granted access. Security officers at entry points and building engineers at the loading dock, will screen any guest, or contractor entering the facility. We utilize the SFDPH screening guidance in Appendix F. They additionally have their temperature taken by security, or building engineer.

Correction of COVID-19 Hazards

The Cal-OSHA temporary emergency regulations came out about 10 months after the pandemic started. An immense amount of mitigation work has been done prior to this, utilizing SFDPH as our primary resource. You can see a non-exhaustive listing of the hazard controls implemented in **Appendix B: COVID-19 Inspections** form. However, you will not see a list of who did what and when, because no one has the time to sift through 10 months of work to figure that out for OSHA. All work has been completed. That said, we do conduct monthly safety inspections to assure controls are still in-place and also to determine if any new hazards have been identified.

Control of COVID-19 Hazards

Physical Distancing

Where possible, we ensure at least six feet of physical distancing at all times in our workplace by:

- Workspaces were adjusted to provide at least 6' distance.
- Where 6' was not possible, established guidelines to not be at workspace if another person within 6'
- Where 6' not possible, use of scheduling to assure minimal occupancy employed.
- Where 6' not possible, barriers were used.
- Where 6' not possible, relocated employee to another work space. We created many new work spaces in areas that were previously used for congregating
- Some positions, or some aspects of positions can be done remotely and allowances for such were provided.
- Wide use of scheduling has been employed to reduce both overall occupant load and also to reduce arrival and departure crowding.
- New fire evacuation plan maximizes spacing.
- Floor decals and signage encourage social distancing.
- Where feasible, one way movement within buildings has been created.
- Where feasible, hallways have been divided indicating path of travel.
- Elevators have been limited to 3 people.
- Each room in the building has a posted occupancy that has been drastically reduced downward from fire code allowances.

Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department. Masks are either cloth masks provided by the employer, disposable masks provided by employer, or masks that employee has brought from home. For cloth masks provided by company, training on wearing and maintaining was provided. No masks that have ports are allowed. No masks with holes are allowed. Mask must cover mouth, nose and go under chin. Masks must fit snugly and not allow air to pass unfiltered out the sides. Bandanas and neck gaiters are not allowed. Strong preference and encouragement for 2-3 layers of cotton with adjustable straps is recommended. We do not recommend N95 masks, except for specific tasks. N95s with ports are not allowed.

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

- When an employee is alone in a room, unless someone else may enter within a few days in which case masks are required by SFDPH Schools Guidance
- 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 considered on a case-by-case basis.

Any employee not wearing a face covering for any reason other than a medical condition, shall be asked to put a mask on, or leave the property immediately.

Engineering controls

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

- Move desks apart.
- Plexiglas divider
- Move occupant to temporary office

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

- All sites with forced air systems running MERV 13, or higher filtration.
- All sites with forced air systems have had economizers adjusted to 100% open to increase outside air delivery.
- Bi-Polar Ionization systems installed in all forced air systems, except 888 Turk and 52 Waller.
- Air purifiers were deployed to most occupied spaces. Most have UVC and carbon pre-filter.
- All sites have operable windows that are opened each morning.
- All occupied spaces have doors and door stops provided with instructions to prop open when occupied by more than one occupant.

Cleaning and disinfecting

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

- A survey was conducted and all high-touch surfaces identified.
- Additional staff was sourced whose exclusive duty is to clean high touch surfaces.
- Where feasible, signage was added indicating the hazard, instructions to disinfect after each use, and disinfectant spray bottle provided.
- Where feasible, mostly on high use door handles, we applied copper film, which kills pathogens and covid 19.
- We procured electrostatic disinfectant foggers and incorporated into cleaning routines.
- Disinfectants were confirmed to be on EPA List-N
- Approximately 100 hand sanitizer stations were installed and guards admitting people onsite instruct occupants to wash their hands, or use hand sanitizer upon entry.
- We installed approximately 80 new sinks to improve hand washing, which reduces the danger of high touch surfaces.
- Wipes and spray bottles of disinfectant were deployed to each occupied space, that occupants can do additional cleaning as needed.

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

- Notify SFDPH.
- Spaces the infected was in will be identified and closed for 24 hours with windows open. Lock cores to door(s) will be removed where possible and signage hung indicating the space is closed for cleaning.
- Persons the infected was in contact with will be identified and determine if a close contact. All close contacts will be informed to quarantine at home for 10 days. Negative test required to return to work.
- Classroom spaces have a sign in sheet for anyone entering room, to aid in contact tracing.
- Space that was closed will be disinfected after 24 hr waiting period. Person disinfecting will be offered and encouraged to wear an N95 mask. Safety goggles and disposable gloves will be required. A fogging machine will be used and all surfaces except the ceiling will be fogged. After fogging, a period of at least an hour will pass before normal cleaning routine follows up in the room, which also uses disinfectant. Once cleaning has occurred, the space may be re-occupied the following day.
- Notification that there was an infection on campus will be sent to all employees, contractors and in some instances to stakeholders and clients.

Shared tools, equipment and personal protective equipment (PPE)

PPE will not be shared. All employees have been issued (5) cloth face masks multiple times a year. Staff received training on masks. All employees have additionally been issued safety goggles, or face shield. Shared equipment has been minimized as much as possible. Where not possible, signage, or an administrative order to disinfect after each use was established. In some locations and for some equipment, clean and dirty containers have been implemented and items in dirty bucket disinfected each day. Some shared items like carts and hammers have had their handles wrapped in copper foil tape.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- Early in pandemic we identified need for additional sinks. We surveyed sites for potential locations near plumbing and installed wherever feasible. Entry ways were identified as a critical location to have sinks. We have installed about 40 additional sinks. Posted lots of signage and have also conducted training on good handwashing practices and method.
- About one hundred additional hand sanitizer dispensers were installed in various locations and especially at entry points. Stable procurement channels were established. We sent samples of our sanitizer to a lab and confirmed they do not contain toxins.

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

We evaluate the need for PPE (such as, 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.

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 'Close Contact' exposure in our workplace will be:

- Told to quarantine for 10 days before returning to work and given information about necessary precautions and support.
- All testing costs are covered by employer-provided insurance. Human Resources staff assists with locating a test.
- All information on benefits related to COVID-19 are provided to employees in the training, available on the employee benefits website, and described on demand at the time of exposure.

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:

- All employees and contractors are screened each morning, either by their supervisor or a security guard. Anyone failing the screening will not be allowed in the building. The supervisor will be notified by the employee, per usual for communicating sick time.
- Until 3/31/21, Daniel will inform employee they may use FFRCA, while in quarantine and awaiting test results. Once FFRCA is exhausted, regular sick time may be used. If all regular sick time is also exhausted, the employee will be on paid leave, assuming they can demonstrate they contracted covid 19 in the workplace.
- Employees can report symptoms and hazards without fear of reprisal.
- Employees were asked early in the pandemic if they have any medical conditions that place them at higher risk. We did not ask employees to identify what the condition was. As able, we made accommodations. For example, an older worker was allowed to have a slight schedule shift to avoid more crowded public transport times. Another older worker was allowed to work remotely part of the time.
- All employees are tested on-site at least once every two months. Should an employee need a test for another reason (return from travel, covid symptoms) supervisors may assist in identifying testing locations for the employee.
- 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. If we have a minor outbreak, we will test all employees weekly until 14 days have passed with no new infections. Similarly, if we have a major outbreak, assuming we do not close, we will test all employees twice weekly, until 14 days have passed with no new infections.
- All employees have received covid related job training that identifies the hazards and mitigations. Additional memos are sent as needed by supervisors to direct reports.

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.
- 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 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.

Appendix D: COVID-19 Training Roster and Syllabus.

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 10 days after the last known COVID-19 exposure to a COVID-19 case. May return sooner if symptom free and with negative covid test, per SFDPH Guidance.
- Whether, or not, Covid-19 was contracted in the work place, we will continue pay through the FFRCA program until expired (3/31/21), or exhausted. Once FFRCA is exhausted, the employee may use regular sick time. Once regular sick time has been exhausted, we will continue to pay employee on paid leave, assuming the employee can prove covid-19 was contracted in the workplace. If the employee cannot prove covid-19 was contracted in the workplace, and once regular sick time used up, the employee will be on leave without pay and their position is no longer guaranteed.
- 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.

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.
 - A negative test result is acquired, or 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.

- 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.
-

Daniel Klingebiel, Executive Director, NCIS

Date

Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person conducting the evaluation: Daniel Klingebiel, Andrew Harvill, Steve Bajc & Aaron Levine

Date: First meeting occurred on 3/16/2019 and have occurred weekly since then.

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation
Spending more than 15 minutes of time in a 24 hour period, within 6', or less, with another person	School day on campus	High	Limiting interactions through administrative controls such as scheduling, reducing occupant load, and signage to keep distant.
Shared equipment	School day on campus	Moderate	Much has been eliminated from the work place. Other equipment requires disinfection between uses. Signage alerts people to hazard.
Densely populated area (indoors, or outdoors)	School day on campus	High	Through administrative controls we have reduced the number of people on campus. We have eliminated special events, sports matches and performances. The largest size group in any space at any given time is about 14.
Sharing space with un-masked people	School day on campus	High	Security turns away, or provides a facemask to anyone arriving without one. School staff enforce use throughout day.
Poor ventilation	School day on campus	High	See Appendix B for improvements to ventilation and filtering.

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation

Appendix B: COVID-19 Inspections

Date: 4/1/2020

Name of person conducting the inspection: Andrew Harvill

Work location evaluated: 150/151 Oak, 888 Turk, 66 Page, 1155 Page, 84 Page, 42/52 Waller

This document was produced 10 months after the pandemic started and about 9 months after we completed most of our mitigation work. To go back through almost a year of work to notate who did what and when, would be a hardship.

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Sneeze Guards installed anywhere an employee interfaces with others at a distance of less than 6'.	Complete		
Partitions installed in common areas to create more class spaces to limit class sizes.	Complete		
For sites that have mechanical ventilation systems, economizers have been adjusted to allow 100% outside air into the system.	Complete		
All sites have operable windows and staff have been instructed to leave open when room occupied.	Complete		
All rooms have doors and staff have been instructed to leave open when room occupied	Complete		
Bi-Polar Ionization has been installed in all forced air systems except for 888 Turk and 52 Waller.	Complete		
All forced air systems running MERV13-15, except 151 Oak which is MERV 8	Complete		
Stand alone air purifiers have been deployed to any room where 2, or more people work. Units generally also have active carbon pre-filter and UVC light.	Complete		
Key FOB access was disabled for certain contractors to eliminate their ability to bypass covid screening by security.	Complete		
250 additional hand sanitizer dispensers were installed	Complete		
Around 60 new soap dispensers were installed	Complete		
Temperature guns were sourced for all security access points	Complete		
Stanchion barriers were used to divide playgrounds to separate cohorts.	Complete		

Many soft goods and fabrics were removed, or use discontinued.	Complete		
Some 80 new sinks were installed.	Complete		
Quarantine areas were established at each site for ill students awaiting pick up to go home.	Complete		
Numerous electrostatic disinfectant foggers were procured.	Complete		
Floor decals and directional added to all corridors	Complete		
Excessive signage about hand washing and social distancing was installed.	Complete		
Lockers were sealed off to prevent usage.	Complete		
More traffic cones procured to alter traffic ops for social distancing	Complete		
Zoom Technology Deployed for social distant meetings	Complete		
Water fountains removed, or disabled	Complete		
Outdoor lunch areas created for staff	Complete		
Additional entry points created to spread out occupant density when entering leaving buildings	Complete		
Fiber connection increased for more remote work.	Complete		
Administrative			
Physical distancing of 6'+, brief interactions less than 6' allowed. No physical contact allowed at all.	Complete		
Surface cleaning and disinfection: additional janitors hired to focus solely on a high-touch list developed. Spray bottles of disinfectant and wipes were procured in large numbers and distributed to all staff.	Complete		
Signage and training on importance of frequent hand washing deployed.	Complete		
Class sizes reduced to about half normal size. All desks strive for 6' distance between them and teaching space a minimum of 6' from any student	Complete		
For MS and HS, alternating days schedule for in-person learning	Complete		
Remote learning utilized	Complete		

Remote work from home utilized where and when able.	Complete		
Fogging incorporated into cleaning routines.	Complete		
Almost all guests prohibited from entering buildings.	Complete		
All staff, students and contractors are health screened each day. This is inclusive of temperature taking.	Complete		
Fire evacuation planning altered to increase spacing between cohorts	Complete		
Lunch areas eliminated and lunches taken in the classrooms for students	Complete		
Traffic plans altered to increase duration and number of locations used, in order to spread cohorts out more.	Complete		
Athletics group sizes reduced and all indoor training cancelled	Complete		
All live performances cancelled indefinitely	Complete		
All special events cancelled indefinitely	Complete		
Procedures developed for communicating someone has gone home sick, closure of impacted spaces and fogging. We do this anytime someone has any of the covid symptoms, regardless of a diagnosis. Privacy maintained	Complete		
Employees out sick with one of the covid symptoms must remain at home for 10 days, or may return sooner with a negative covid test	Complete		
Anyone that travels outside of Bay Area must quarantine for 10 days upon return. No allowance for earlier return, with, or without a test.	Complete		
All field trips cancelled indefinitely	Complete		
Shared spaces between the schools were eliminated and the two schools completely	Complete		

segregated.			
All staff covid tested at least once every two months for health surveillance	Complete		
After school care reduced in duration and segregated into cohorts	Complete		
Staff encouraged not to travel and to limit social, or unnecessary interactions outside the workplace	Complete		
Disinfecting and hand sanitizing solutions on EPA List N and EPA Toxicity Class IV being used according to manufacturer instructions	Complete		
All staff must wear masks at all times except when eating, or alone in a closed space	Complete		
PPE (not shared, available and being worn)			
Weekly supply of cloth face masks provided to all staff. Guidance to wash after each use issued.	Complete		
Disposable masks available to all occupants if needed	Complete		
N95 masks available to school nurses and maintenance staff for certain tasks, like changing air filters	Complete		
Face shields/goggles provided to all staff	Complete		
Gloves are available for certain tasks, but discouraged for everyday use due to increased cross contamination risk	Complete		

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: To-Date, No employee has contracted covid19.

Name of person conducting the investigation:

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 Syllabus & Roster

Date: 6/26/2020

Person that conducted the training: Andrew Harvill & Daniel Klingebiel

NCIS COVID19 Training

06/26/20

Introduction

- Housekeeping: lunches
- It's going to happen. It's already happened.
- With a good mitigation plan, we can minimize the frequency and severity
- Flow: Daniel, Me Celeste
-

Personnel Policies (Daniel)

- Sick Leave
- Accommodations

Hazard Identification

How the virus works

- Believed to be carried in water droplets from human mucus and saliva. May (likely) be present in other body fluids. Some water particles are larger called droplets. Some are small and called aerosols. Big droplets can largely be filtered and also tend to fall from the air fairly soon (within 6' usually), due to their weight. Aerosols are too small to be filtered and can hang in the air for hours.
- The virus can survive outside of a human host, in the air and on surfaces, from as little as a couple of hours, to as many as 17 days. Most viral particles will likely die within a few hours though.
- Most infections, perhaps 90%, occur from breathing in virus laden droplets and aerosols in the air. Perhaps 4% of infections occur from droplets and aerosols landing on the eyeball. And perhaps 6% of infections come from touching a surface with the virus and then touching your eyes, mouth, or nose.
- You will not get infected from being exposed to a single, or even a few virus particles. Estimates are you need to be exposed to 600-1000 viral particles in order for it to overwhelm your body's defenses and cause an infection.
- Once infected, the virus will build within the system. For many people, this buildup of the virus may come and go without showing any symptoms showing. This is because the body is fighting off the virus well. These people are called asymptomatic. Asymptomatic can spread the disease, but they likely aren't spreading it as much as people that show symptoms.

- For other people, the buildup of the virus within them eventually shows symptoms. This is because the body is not winning the fight against the virus. When the body is losing the fight, it will enact more extreme measures to fight it with; such as: fever, or coughing.
- A person's viral load (how much of the virus they have in them) is highest and they are most contagious, just before they start showing symptoms. This is a peak and a tipping point. Once a person starts showing symptoms, the body is then knocking down the viral load.
- It is highly contagious. On average, an infected person will infect 2 to 2.5 other people. You are most likely to contract it from a family member.
- As mentioned, some people may never experience symptoms. For those that do, it usually starts with fatigue and maybe a fever. It most often starts in the nasal passage and then works its way down the throat to the lungs. Coughing becomes more prominent. Once in the lungs, the virus inflames lung tissue. Makes it harder to breathe. Coughing eventually breaks open tiny blood vessels in lungs and then it enters blood stream. Once in blood stream, all kinds of weird things start to happen, as it morphs into a cardiovascular issue.
- Different activities from an infected person produce different levels of droplets and aerosols in the air. An infected person breathing through their nose does not produce a lot of virus in the air. Speaking produces a greater viral load in the air. Speaking loudly or singing produces even more viral load in the air. And exercising and panting produces even more still. The largest amount of viral load put into the air comes from sneezing, followed by coughing.
- Besides the above list of ways an infected person puts more, or less, of the virus into the air, viral load may also accumulate in a space over time. For example, an infected person breathing through their nose releases relatively little of the virus into the air. However, if that person is breathing in a small, poorly ventilated room over the course of 8 hours, the room will have developed a large viral load.
- Putting the above information together, one is most at risk of infection if in a densely occupied space, over a prolonged period of time that is poorly ventilated. Fortunately for NCIS personnel, none of us have a job that requires us to be in densely packed spaces for a prolonged period of time. Our risk is a good bit less than other school positions.
- Your own health and age specifics will make you more, or less, able to fight the virus. The older you are, the more likely you are to have a difficult time fighting it. Also, pre-existing pulmonary and cardiovascular issues will hamper your recovery and ability to fight the virus.

Mitigations – A Layered Approach

** = Highly Valuable

What the Schools Are Doing

- Separating: Aug 1, Aug 15. Will need to coach people

- Hickory lobby to be separated
- Oak yard emergency exit near 188 to be used as CAIS entry at drop off
- Various spaces have been swapped in building. Notable, is gym is 100% FAIS and Hickory 100% CAIS
- Special events eliminated.
- Most sports will likely be cancelled
- Field trips cancelled
- Common and event spaces converted to classrooms to spread students out into smaller class sizes.
- Largely eliminating commingling of classes. Cohorting.
- No ASP (or very little onsite)
- Lunches taken in class
- CAIS: 2 days on 2 days off
- No parents allowed on campus, unless explicitly invited as an individual for an express purpose.
- Each school to have own nurse center
- Quarantine areas to be established for mid-day fever detected.
- Temperature checks, covid symptom questionnaire.
- Adding a bunch of sinks everywhere, including the yards
- Adding a bunch of sanitizing stations everywhere
- Most students, except the youngest ones, will be in masks, as will all staff.

Self-Health Check

- Fever, cough, shortness of breath
- Take temp – No drink if oral thermometer
- Testing

6 Feet Distance**

- Some people have a tendency to close the gap when speaking to others. Don't
- 6' is minimum. 30 feet is preferred.
- Briefly being closer than 6' is only a mild risk

Hand Wash**

- Demonstrate WHO hand wash

Hand Sanitizer

- Not as good as a hand wash, but still valuable

Shared Equipment:

- Wrap handle in copper foil if able. Sanitize hands before and after each use.

Ventilation**

- Any space occupied by more than one person should open all operable windows (weather permitting) and prop door open with door stop.
- We are tweaking the HVAC system and boosting air delivery some.
- We are looking at an HVAC tech retrofit that will help filter and kill the virus. Not yet approved.

Cleaning

- Extra staff – high touch
- foggers

Traffic protocols

- NCIS will no longer open doors. Would cross-contaminate vehicles.
- Students will no longer be walked in by parents, even at PreK level. Schools still figuring out how to staff escorts for the youngest students.
- Oak yard entry open for CAIS at drop off only.
- No ASP students congregating on yards. They go direct to their classroom
- Security to bust up any spontaneous groups trying to congregate and socialize on the sidewalks.
- For pick up on Hickory, we will spread groups out the entire length of Hickory
- With traffic and in general, parents are apt to be more stressed out than usual. Speak in a low, slow voice and empathize with their dilemma. Share this is a crazy stressful time for everyone.

PPE

Wear Mask**

- No holes, or ports
- CDC recommends masks have 2 layers of cloth. Single layer neck gators not ideal. Double them up.
- Wear mask all the time. Only off for drinking, or if you working alone and 30' from others. If you work inside, you will basically be wearing a mask all day. Outside posts can be a little more liberal in approach, if sidewalks slow. We still have an image to uphold though.
- When in office with others. Don't take off as soon as others leave. Virus lingers in air for hours.
- Pulled up over your nose and under your chin.
- Don't pull it down to talk to others
- N95 not recommended.
- Real surgical masks would be great, but 95% of what sold on market as surgical, is not surgical.
- Protect our supplies of disposable masks.
- Masks do not preclude the 6' distance rule. Should still strive for distance.
- Start thinking now about where you will take your lunch during school year. I don't necessarily have any suggestions at moment. Should not be in an enclosed space eating with a bunch of other people also not wearing their masks.
- Tips & Tricks: Ear loop fastener trick
- Tips & Tricks: Off ear option
- Demonstrate how to remove mask.
- A used mask should be approached as hazardous and universal precautions to be observed.
- We enforce mask rules at the door and within NCIS and our vendors only. If you see school personnel, students or vendors in building, and if repeat offenders for not wearing mask, forward name to Andrew. Do not engage

Face shield / Goggles

- They will help some. They are available to all employees. Often the trick is finding ones that do not fog up.

Latex Gloves

- No real value for COVID19. Wash your hands. We will continue to use them for our normal purposes. Use sparingly though. They are an item whose supply chains have been disrupted and they are more scarce and hard to acquire.

Scenarios

- Breaking for lunch
- People leave the office
- Talking to others
- Guest at door
- Exacerbated parent

Door Procedures (Celeste)

- Remind occupants to sanitize on enter exit. Training them is important.
- Temp Taking: How to do and not get false negatives.
- COVID19 symptoms questioning for guests and vendors
- What to do if someone has a fever.
- Masks required
- IDing people with masks
- Deliveries to door
- Parents, vendor and guest procedures

Homeless Interactions (Celeste)

- Keep distance
- Going to be hard moving them next year. No PD back up.

At Home

- Take precautions outside of work. We have a solid mitigation plan. Our weakest area is what happens outside of school. That is not in our control. At home, we should be social distancing for the foreseeable future. Only go out if you need to. Wear a mask. Wash your hands. Avoid socializing to the extent possible. And... whatever you do, don't go into a crowded space, with poor ventilation, and spend any prolonged period of time there.

Questions & Answers

Employee Name	Signature

Appendix E: SFPDPH Employee Screening Form

(November 13, 2020)

Any business or entity that is allowed to operate in San Francisco during the COVID-19 pandemic MUST screen Personnel with the questions below on a daily basis as part of its Social Distancing Protocol compliance and provide this information to Personnel. Go to www.sfgov.org/screen for more information or a copy of this form. Do not use this form to screen customers, visitors, or guests. The screening form for Non-Personnel is available at www.sfgov.org/screen. Health Officer orders or directives may provide additional screening requirements.

Business must ensure Personnel stay home or leave work if they answer “Yes” to any of the three questions below. Personnel who must stay home or leave work may be entitled to paid leave. Businesses must comply with their paid leave obligations under applicable law, including but not limited to the San Francisco Employee Protections Ordinance, San Francisco Public Health Emergency Leave, and the Federal Families First Coronavirus Response Act. For more information, go to www.sfgov.org/olse and www.sfgov.org/workerfaq.

PART 1 – You must answer the following questions before starting your work every day that you work.

You may be required to provide the answers in person or via phone or other electronic means to the Business before the start of each shift. If any answers change while you are at work, notify the Business by phone and leave the workplace.

1. In the last 10 days, have you been diagnosed with COVID-19 or had a test confirming you have the virus?
2. In the past 14 days, have you had “ Close Contact ” with someone who was diagnosed with COVID-19 or had a test confirming they have the virus while they were contagious [†] ? † “Close Contact” means you had any of the following types of contact with the person with COVID-19 (regardless of whether you or the person with COVID-19 were masked) while they were contagious [‡] : <ul style="list-style-type: none">• Were within 6 feet of them for a total of 15 minutes or more in a 24 hour period• Lived or stayed overnight with them• Were their intimate sex partner, including only kissing• Took care of them or they took care of you• Had direct contact with their body fluids or secretions (e.g., they coughed or sneezed on you or you shared eating or drinking utensils with them) [‡] Contagious Period: People with COVID-19 are considered contagious starting 48 hours before their symptoms began until 1) at least 10 days have passed since their symptoms began, 2) they haven’t had a fever for at least 24 hours AND 3) their symptom have improved. If the person with COVID-19 never had symptoms, they are considered contagious starting 48 hours before their positive COVID-19 test was collected until 10 days after they were tested.
3. In the past 24 hours, including today, have you had one or more of these symptoms that is <u>new or not explained by another condition</u> ? <ul style="list-style-type: none">• Fever (100.4°F/38.0°C or greater), chills, repeated shaking/shivering• Cough• Sore throat• Shortness of breath, difficulty breathing• Feeling unusually weak or fatigued• Loss of taste or smell• Muscle or body aches• Headache• Runny or congested nose• Diarrhea• Nausea or vomiting

If you answer “YES” to ANY of these 3 questions, do not enter any business or facility and follow the steps listed in Part 2 below.

PART 2 –

- If you answered **YES to Question 1 or Question 2. DO NOT GO TO WORK.** And:
 - **Follow Isolation/Quarantine Steps** at: www.sfgdcp.org/Home-Isolation-Quarantine-Guidelines

You **MUST** follow these isolation/quarantine rules, as **mandated** by the Health Directive No 2020-03c/02c.

- Do not return to work until the Isolation or Quarantine Steps tell you it is safe to return!
- If you answered **YES to Question 3:** You may have COVID-19 and **must be tested for the virus** before returning to work. Without a test, the Business must treat you as being positive for COVID-19 and require you to stay out of work for at least **10** calendar days. To return to work sooner and protect others, **follow these steps:**
 1. **GET TESTED!** If you have insurance, contact your healthcare provider to get tested for COVID-19. If you do not have insurance, you can sign up for free testing at CityTestSF (<https://sf.gov/citytestsf>). If you live outside the City, check with the county where you live, get tested by your usual healthcare provider, or use CityTestSF.
 2. Wait for your results at home and follow the instructions at www.sfgdcp.org/Home-Isolation-Quarantine-Guidelines to determine next steps. Only return to work when those guidelines say it is safe.

Your health on the job is important! To report a violation of San Francisco COVID-19 health orders and directives (www.sfdph.org/healthorders), including requirements to screen and exclude sick personnel from work as well as social distancing and facial covering requirements, call: 311 or 415-701-2311 (English) or 415-701-2322 (Español, 中文, TTY). You can request for your identity to remain confidential.

Appendix F

San Francisco COVID-19 Health Screening Form for Non-Personnel

(November 2, 2020)

This handout is for screening clients, visitors and other non-personnel before letting them enter a location or business. **SFDPH discourages anyone from denying core essential services (such as food, medicine, shelter, or social services) to those who answer “yes” to any of the questions below and encourages people to find alternative means to meet clients’ needs that would not require them to enter the location.** Health Officer Directives may provide additional requirements regarding screening in a specific context. *This form, a screening form for personnel, and additional guidance on screening are available at www.sfgdcp.org/screen*

PART 1 – Please answer the following questions before entering this location.

1. In the last 10 days, have you been diagnosed with COVID-19 or had a test confirming you have the virus?

2. In the past 14 days, have you had “**Close Contact**” with someone who was diagnosed with COVID-19 or had a test confirming they have the virus while they were contagious[†]?

† “Close Contact” means you had any of the following types of contact with the person with COVID-19 (regardless of whether you or the person with COVID-19 were masked) while they were contagious[†]:

- Were within 6 feet of them for a total of 15 minutes or more in a 24 hour period
- Lived or stayed overnight with them
- Were their intimate sex partner, including only kissing
- Took care of them or they took care of you
- Had direct contact with their body fluids or secretions (e.g., they coughed or sneezed on you or you shared eating or drinking utensils with them)

‡ Contagious Period: People with COVID-19 are considered contagious starting 48 hours before their symptoms began until 1) at least 10 days have passed since their symptoms began, 2) they haven't had a fever for at least 24 hours AND 3) their symptoms have improved. If the person with COVID-19 never had symptoms, they are considered contagious starting 48 hours before their positive COVID-19 test was collected until 10 days after they were tested.

3. In the past 24 hours, including today, have you had one or more of these symptoms that is new or not explained by another condition?

- Fever (100.4°F/38.0°C or greater), chills, repeated shaking/shivering
- Cough
- Sore throat
- Shortness of breath, difficulty breathing
- Feeling unusually weak or fatigued*
- Loss of taste or smell
- Muscle or body aches*
- Headache
- Runny or congested nose*
- Diarrhea
- Nausea or vomiting

* Children and youth under 18 years old do not need to be screened for these symptoms.

If you answer "YES" to ANY of these 3 questions, do not enter the location. Follow the steps listed in *Part 2* below. If you are seeking core essential services (such as food, medicine, shelter, or social services), work with the organization to determine how you can receive services these services without entering the building.

PART 2

- If you answered **YES to Question 1 or Question 2:**

- **Follow Isolation/Quarantine Steps** at: www.sfcddcp.org/Home-Isolation-Quarantine-Guidelines

You **MUST** follow these isolation/quarantine rules, as **mandated** by Health Directive No 2020-03c/02c.

- Do not leave your home to the extent possible until the Isolation/Quarantine Steps tell you it is safe to do so!
 - If you need help with essential services like food, housing, or other needs while you are isolating or quarantining, call 3-1-1.
- If you answered **YES to Question 3:** You may have COVID-19 and to keep others safe, you should isolate until you know whether you have COVID-19. **Follow these steps:**
 1. Follow the instructions at: www.sfcddcp.org/Home-Isolation-Quarantine-Guidelines
 2. **GET TESTED!** If you have insurance, contact your healthcare provider to get tested for COVID-19. If you do not have insurance, you can sign up for free testing at CityTestSF (<https://sf.gov/citytestsf>).
 - Follow the instructions in www.sfcddcp.org/Home-Isolation-Quarantine-Guidelines to determine next steps depending on your test result.

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.
- 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.

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. 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**.

