

COVID-19 Prevention Program (CPP)

for

Romoland School District

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)).



COVID-19 Prevention Program (CPP) for Romoland School District

This CPP is designed to control exposures to the SARS-CoV-2 (COVID-19) virus that may occur in our workplace.

Date: August 19, 2021

Authority and Responsibility

The superintendent or designee has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all school administrators and department administrators 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 implement the following in our workplace:

- Conduct workplace-specific evaluations using the Identification of COVID-19 Hazards form (Appendix A).
- 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.
- Site and department administrators conduct periodic inspections using the COVID-19 Inspections form (Appendix B) 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:

- Bargaining Unit Association representatives, site administrators, and department administrators are provided with copies of the Identification of COVID-19 Hazards form (Appendix A) and are encouraged to complete and submit the form to the Director Human Resources when issues arise.

Employee screening

- Everyone entering the campus is to self-screen for COVID-19 symptoms prior to leaving for work. Emergency personnel responding to a 9-1-1 call are exempted from screening.
- Staff will remain at home if they fail the screening.

Screening Questions:

In the last 24 hours, have you had any of these symptoms, new or different from what you usually have:

- Fever of 100 or higher
- Cough
- Shortness of breath
- Muscle pain/body aches
- Fatigue
- Vomiting-Nausea-Diarrhea

- Loss of taste and/or smell
- Headache
- Sore throat

- Runny nose/congestion
- Itchy or red eyes
- Chills

- Staff who exhibit symptoms must be excluded from the workplace; they should stay home and contact the Human Resources Department staff and site administrator.
- Staff who are excluded during the self-screening process prior to going to work must report absence directly to the administrator with reasons for the absence.
- Staff who display symptoms after reporting to school are required to wait in an isolation area while on campus; they will be sent home from work.
- Staff must wash or sanitize hands as they enter worksites.

Student Screening

- Parents/Guardians are expected to symptom screen students before leaving for school which includes a temperature check to ensure temperatures below 100 degrees Fahrenheit, observing for symptoms, and to keep students at home if they have symptoms consistent with COVID-19 or if they have had close contact with someone diagnosed with COVID-19.

Screening Questions:

In the last 24 hours, have you had any of these symptoms, new or different from what you usually have:

- | | |
|-----------------------------|---------------------------|
| -Fever of 100 or higher | -Muscle pain/body aches |
| -Cough | -Fatigue |
| -Shortness of breath | -Vomiting-Nausea-Diarrhea |
| -Loss of taste and/or smell | -Runny nose/congestion |
| -Headache | -Itchy or red eyes |
| -Sore throat | -Chills |

- Students must wash or sanitize hands as they go to their classroom.
- Each school will provide sufficient points of access to avoid larger gatherings.
- Students who display symptoms after reporting to school are required to wait in an isolation area while on campus. Students will remain in isolation with continued supervision and care until picked up by an authorized adult.

Correction of COVID-19 Hazards

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

- Staff, students, and parents/guardians can report potential school site COVID-19 hazards to school site administrators (principal or assistant principal) for school issues; school site administrator will complete a COVID-19 Hazards form (Appendix A) to document the report hazard and the corrective action(s).
- Staff, students, and parents/guardians can report potential district COVID-19 hazards to department administrators for district issues; department administrators will complete a COVID-19 Hazards form (Appendix A) to document the reported hazard and the corrective action(s).
- The severity of a hazard is assessed, and correction time frames assigned accordingly.
- Individuals are identified as being responsible for timely correction of issues; issues assigned to appropriate staff via School Dude (work order system) or through the school site administrator or department administrator.
- COVID-19 Hazards forms (Appendix A) and are reviewed regularly and systematically by school site administrators, department administrators, Director of Human Resources, and Director of Maintenance, Facilities and Operations

- COVID-19 hazard inspections are conducted bi-weekly (every two weeks) by site administrators and department administrators. Data is collected on the COVID-19 Inspections form (Appendix B).
- COVID-19 Inspections forms (Appendix B) are reviewed regularly and systematically by school site administrators, department administrators, Director of Human Resources, and Director of Maintenance, Facilities and Operations
- Follow-up measures by the Director of Human Resources and Director of Maintenance, Facilities, and Operations are taken to ensure timely correction of hazards.

Control of COVID-19 Hazards

Entrance, Egress, and Movement

- Each school provides multiple sufficient points of campus entry and exit to avoid larger gatherings or congregation.

Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees and students while indoors on campus.

- Staff are required to wear face coverings indoors when sharing indoor spaces with students in school settings in accordance with CDPH guidelines.
- Indoor setting but outside the presence of students (ex. staff meetings, trainings)
 - Fully vaccinated staff/adults mask wearing becomes optional
 - Fully vaccinated staff/adults must **sign an attestation that they are fully vaccinated**
 - Unvaccinated staff/adults must still wear masks indoors, unless in a private office
 - Staff and adults that do not provide proof of vaccination must wear masks
- For all employees who are not fully vaccinated, employers shall provide face coverings and ensure they are worn when indoors or in District vehicles per CAL/OSHA.
- Students in all grades, TK-8, are required to wear face coverings while indoors at school in accordance with CDPH guidelines. Students who are excluded for refusing to wear a mask indoors will be provided/offered an alternative learning environment (virtual program/independent study).
- Staff and students are NOT required to wear face coverings while OUTDOORS at school (except during outbreaks). However, face coverings are recommended outdoors for staff who are not fully vaccinated if six feet of distance between people cannot be maintained.
- In limited situations where a face covering cannot be used for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs) a face shield with a cloth drape across the bottom and secured (i.e. tucked into shirt, tied around back of neck) can be used instead of a cloth face covering. (Per CDPH guidance)
- Face coverings are not recommended for anyone who has trouble breathing or is unable to remove the covering without assistance. Medical note required. Face shield with cloth draping to be considered as alternative to cloth face covering.
- Staff are provided with masks at the worksite if they are in need of one.
- Students are provided with masks at school if they are in need of one.
- Staff will be provided with other protective equipment, as appropriate for work assignments.
- Employers must provide respirators (N95 mask) in two scenarios: (1) to any unvaccinated employee who works with others indoors or in a vehicle and who requests one, and (2) where there is a major outbreak, to any employees in the exposed group (regardless of vaccination status) for voluntary use.

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

- Temporary mask removal while eating and drinking at the workplace, provided students and employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.

- Employees and students 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. Medical note required. Face shield with cloth draping to be considered as alternative to cloth face covering. (Per CDPH guidance)
- When an employee is alone in a room or vehicle.

Engineering controls

We implement the following measures:

- Signage is posted to direct staff, students, and visitors about safety protocols on campus.
- We maximize the quantity of outside air for our buildings with mechanical or natural ventilation systems by: 1) central air filtration for HVAC systems is maximized by using filters with a minimum efficiency reporting value (MERV) of at least 13, 2) opening doors and windows, weather and context permitting, 3) fresh air filters through the HVAC system even when cooling and heating are not engaged.

Cleaning and disinfecting

We implement the following cleaning and disinfection measures:

- There are adequate supplies and time for cleaning and disinfection.
- Employees are provided information about frequency and scope of cleaning and disinfection during employee COVID-19 safety training.
- Each school site has a schedule for the daily cleaning of of high-touch surfaces:
 - o Door handles
 - o Handrails
 - o Drinking fountains
 - o Sink handles
 - o Restroom surfaces
 - o Playground equipment
- Disinfecting a space on campus will also be done upon identification of a sick employee or student. Should we have a COVID-19 case in our workplace, we will implement the following procedures: Clean and disinfect all areas used by the sick person, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, and remote controls.

Shared tools, equipment and personal protective equipment (PPE)

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

For items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools limit sharing to the extent possible. Where there must be sharing of items between staff, sanitizing wipes or spray will be made available to staff so they can disinfect the item(s).

Hand cleaning

In order to implement effective hand cleaning procedures, we:

- Provide opportunities for staff and students to meet handwashing frequency guidance.
- Provide and maintain handwashing facilities and supplies, including hand sanitizer.
- Assert the use of soap and water is the preferred method of washing hands with the use of sanitizing gel as an appropriate alternative.
- Prohibit hand sanitizer containing methanol (i.e. methyl alcohol).
- Inform staff and students to wash hands when: arriving at and leaving school; after playing outside; after having close contact with others; after using shared surfaces or tools; before and after using restroom; after blowing nose, coughing, and sneezing; and before and after eating. Staff and students are also encouraged to wash hands when they identify a need.

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.

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.

System for Communicating

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

- Employees are instructed to notify their immediate administrator and Director of Human Resources if they have tested positive for COVID-19.
- 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.
- 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.
- For staff who have a close contact and/or potential exposure with a confirmed COVID-19 case, staff will be notified via phone call by their administrator or Director of Human Resources.
- For students who have a close contact and/or potential exposure with a confirmed COVID-19 case, the parents/guardians of the students will be notified by a site administrator or administrative designee.
- When there is a confirmed COVID-19 case at a school site or district office, staff are notified via a form letter email.
- When there is a confirmed COVID-19 case at a school site, parents/guardians of students are notified via a form letter to the school community distributed via the District's mass communication system.
- When there is a COVID-19 cluster/outbreak investigation at a school site or district office, staff are notified via a form letter email.
- When there is a COVID-19 cluster/outbreak investigation at a school site, parents/guardians of students are notified via a form letter to the school community distributed via the District's mass communication system.
- When a school closure must occur, the school community of staff and parents/guardians are notified via the District's mass communication system.
- The District maintains a COVID-19 case dashboard on the District website.
- Staff and student privacy per HIPPA and FERPA are maintained at all times.

Training and Instruction

All staff will be provided with training depending upon their individual job classification and responsibilities. A Training Roster (Appendix D) is used to document this training. Trainings will include the following:

- Safety information as noted in this slide deck
- Daily campus cleaning practices
- Proper use and washing of protective equipment including the removal and washing of cloth face coverings
- Cough and sneeze etiquette (cover face/use a tissue, wash/sanitize hands)
- Frequent handwashing and proper technique (20 seconds with soap and water or use hand sanitizer)
- Maintenance of confidentiality around health recording and reporting
- Training for school health staff on clinical manifestations of COVID-19

- Symptom self screening practices
- [How COVID-19 is spread](#)
- Preventing the spread of COVID-19 if one is sick, including the importance of not coming to work if staff members have symptoms, or if they or someone they live with has been diagnosed with COVID-19
- Procedures to follow when students or adults become sick at school (Wellness Room)
- Procedures to protect workers from COVID-19 illness (indoor masking, clean hands, follow safety protocols)

Testing

The District provides COVID-19 testing for the following conditions:

- Symptomatic: Testing for staff and students who have symptoms of COVID-19.
- Exposure: Testing for staff and students who have had possible exposure to COVID-19 at school/work.
- Asymptomatic/Request: Testing for staff and students upon their request.
- Weekly testing for unvaccinated staff (per CDPH to be in effect by October 15, 2021).
- The tests are PCR tests.
- Assigned staff systematically monitor and document test results and maintain confidentiality with test records.

Investigating and Responding to COVID-19 Cases

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

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

- Offered/provided COVID-19 testing by the District at no cost to the employee during their work hours.
- The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to them.
- Sent home for a 10-day quarantine period (unless vaccinated) in accordance with CDPH guidance. See “Exclusion of COVID-19 Cases” section for details.
- Encouraged to get tested for COVID-19 on day 5-7 from their last date of exposure.
- Authorized for a return to work only after they have completed their quarantine period, return to work after the quarantine period if no symptoms develop and do not have a positive test result.
- Information on any possible benefits that are available to them through the Human Resources Department.

Exclusion of COVID-19 Cases

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

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- 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 use of paid sick leave or identification of remote assignments when possible.
- Providing employees at the time of exclusion with information on available benefits.

Student or staff **with COVID-19 symptoms**:

- Send home

- Recommend testing
- School/classroom remain open
- No school community communication action needed

Unvaccinated staff or student in which there was **close contact with a confirmed COVID-19 case** but both parties were **wearing a mask** as required in K-12 indoor settings, modified 10-day quarantine as follows. They may continue to attend school for in-person instruction if they:

- Are asymptomatic
- Continue to appropriately mask, as required
- Undergo at least twice weekly testing during the 10-day quarantine
- Quarantine for all extracurricular activities at school, including sports, and activities within the community setting.

Unvaccinated staff or student in which there was **close contact with a confirmed COVID-19 case** but either or both parties were **NOT wearing a mask** as required in K-12 indoor settings, quarantine as follows:

- For those contacts who remain asymptomatic, they may discontinue self-quarantine under the following conditions:
 - Quarantine can end after Day 7 if a diagnostic specimen is collected after Day 5 from the date of last exposure AND tests negative; OR
 - Quarantine can end after Day 10 from the date of last exposure without testing
- However, they must:
 - Continue daily self-monitoring for symptoms through Day 14 from last known exposure, AND
 - Follow all recommended non-pharmaceutical interventions (wearing a mask, hand washing, avoiding crowds) through Day 14 from last known exposure
- If any symptoms develop during 14-day period, the exposed person must immediately isolate, get tested (recommended), and contact their healthcare provider with any questions regarding their care.

Vaccinated staff or student in which there was **close contact with a confirmed COVID-19 case** regardless of masking:

- People are considered fully vaccinated for COVID-19: two weeks or more after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna), or two weeks or more after they have received a single-dose vaccine (Johnson and Johnson [J&J]/Janssen)
- Following a known exposure at work, fully vaccinated staff and students do NOT need to quarantine if asymptomatic.

Student or staff **confirmed COVID-19 case infection:**

- Notify the local public health department
- Exclude from school/work for 10 days from the date the specimen was collected for their last positive test.
- Identify school close contacts, inform the local public health department of identified contacts, and exclude contacts (possibly the entire stable group) from school for 10 days after the last date the case was present at school while infectious
- Recommend testing of asymptomatic contacts 5-7 days from last exposure and immediate testing of symptomatic contacts (negative test results will not shorten 10-day exclusion)
- Disinfection and cleaning of classroom and primary spaces where case spent significant time

- School remains open unless closure instituted by Superintendent or Public Health Officer Order
- School community notification of a known case and notification of persons with potential exposure if case was present in school while infectious

Student or staff **tests negative after symptoms:**

- May return to school/work after symptoms resolve, if no fever without using fever reducing medication within 24 hours
- School/classroom remains open
- Potential school community notification only if prior awareness of testing

*CDPH COVID-19 Public Health Guidance for Schools in California, 2021-22 School Year defines a close contact as more than 15 minutes over a 24-hour period within 0-6 feet indoors

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 of Investigating COVID-19 Cases form (Appendix C) 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:
 - o At least 24 hours have passed since a fever of 100.0 or higher has resolved without the use of fever-reducing medications.
 - o COVID-19 symptoms have improved.
 - o At least 10 days have passed since the last positive COVID-19 test (sample collection date).
 - 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 last 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 10 days from the time the order to quarantine was effective.
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John Murray
John Murray, Director of Human Resources

8-19-2021
Date

Appendix A: Identification of COVID-19 Hazards (Google Sheet)

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:

Date:

Name(s) of employee and authorized employee representative that participated:

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

Appendix B: COVID-19 Inspections (Google Sheet)

Date:

Name of person conducting the inspection:

Work location evaluated:

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
MERV 13 HVAC Filter			
Other:			
Administrative			
Surface cleaning of high-touch areas (frequently enough and adequate supplies)			
Disinfecting solutions being used according to manufacturer instructions			
Hand cleaning facilities (adequate numbers and supplies)			
Hand sanitizing solutions being used according to manufacturer instructions			
Other:			
PPE			
Face coverings worn indoors (and not shared)			
Face coverings available for those who need them			
Other:			

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:

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 Roster (Documented in OMS)

The following information is to be documented in OMS for each COVID-19 training session conducted:

- **Date of Training Session**
- **Location/Work Site (School or Department)**
- **Person who Conducted the Training (Facilitator)**
- **Title of Training Session**
- **Description of Training Session**
- **List of Employees who Participated in the Training Session**

Additional Consideration #1

Multiple COVID-19 Infections and COVID-19 Outbreaks

This section is applicable should Romoland School District be identified by the local health department as the location of a COVID-19 outbreak. This section applies to a workplace covered by section 3205 if three or more employee COVID-19 cases within an exposed group, as defined by section 3205(b), visited the workplace during their high-risk exposure period at any time during a 14-day period. 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.

CDPH defines a school outbreak as 3 or more confirmed or probable cases of staff or students occurring within a 14-day period who are epidemiologically linked in the school, are from different households and are not contacts of each other in any other investigation cases (e.g., transmission likely occurred in the school setting).

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.
- Physical distancing (OSHA guidance).
- 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 is applicable should Romoland School District experience 20 or more COVID-19 cases in an exposed group within a 30-day period.

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.

In addition to the requirements of sections 3205 and 3205.1, the employer shall take the following actions:

(1) The employer shall provide a respirator for voluntary use in compliance with subsection 5144(c)(2) to employees in the exposed group and shall determine the need for a respiratory protection program or changes to an existing respiratory protection program under section 5144 to address COVID-19 hazards.

(2) Any employees in the exposed group who are not wearing respirators required by the employer and used in compliance with section 5144 shall be separated from other persons by at least six feet, except where an employer can demonstrate that six feet of separation is not feasible, and except for momentary exposure while persons are in movement. Methods of physical distancing include: telework or other remote work arrangements; reducing the number of persons in an area at one time, including visitors; visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel; staggered arrival, departure, work, and break times; and adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees. When it is not feasible to maintain a distance of at least six feet, individuals shall be as far apart as feasible.

(3) At work stations where an employee in the exposed group is assigned to work for an extended period of time, such as cash registers, desks, and production line stations, and where the physical distancing requirement in subsection (c)(2) is not maintained at all times, the employer shall install cleanable solid partitions that effectively reduce transmission between the employee and other persons.

(4) The employer shall evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.

(5) Any other control measures deemed necessary by the Division through the Issuance of Order to Take Special Action, in accordance with title 8 section 332.3.

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 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 Transportation

This section applies to employer-provided motor vehicle transportation, which is any transportation of an employee during the course and scope of employment, including transportation to and from different workplaces, jobsites, delivery sites, buildings, stores, facilities, and agricultural fields, provided, arranged for, or secured by an employer regardless of the travel distance or duration involved. The following exceptions apply:

- (1) This section does not apply if the driver and all passengers are from the same household outside of work, such as family members, or if the driver is alone in the vehicle.
- (2) This section does not apply to employer-provided transportation when necessary for emergency response, including firefighting, rescue, and evacuation, and support activities directly aiding response such as utilities, communications, and medical operations.
- (3) This section does not apply to employees with occupational exposure as defined by section 5199, when covered by that section.
- (4) This section does not apply to vehicles in which all employees are fully vaccinated.
- (5) This section does not apply to public transportation.

Assignment of transportation

To the extent feasible, employers shall reduce exposure to COVID-19 hazards by assigning employees sharing vehicles to distinct groups and ensuring that each group remains separate from other such groups during transportation and during work activities. Employers shall prioritize shared transportation assignments in the following order:

- (1) Employees residing in the same housing unit shall be transported in the same vehicle.
- (2) Employees working in the same crew or workplace shall be transported in the same vehicle.
- (3) Employees who do not share the same household, work crew or workplace shall be transported in the same vehicle only when no other transportation alternatives are feasible.

Face coverings and respirators

Employers shall ensure that:

- (1) Face covering requirements of subsection 3205(c)(6), if applicable, are followed for employees waiting for transportation.
- (2) All employees who are not fully vaccinated are provided with a face covering, which must be worn unless an exception under subsection 3205(c)(6)(D) applies.
- (3) Upon request, employers shall provide respirators for voluntary use in compliance with subsection 5144(c)(2) to all employees in the vehicle who are not fully vaccinated.

Screening. Employers shall develop, implement, and maintain effective procedures for screening and excluding drivers and riders with COVID-19 symptoms prior to boarding shared transportation. Employees are to self screen for COVID-19 symptoms prior to reporting to their work shift. Employees with symptoms are to not report to the work site and are to notify their supervisor.

Cleaning and disinfecting

Employers shall ensure that:

- (1) All high-contact surfaces (door handles, seatbelt buckles, armrests, etc.) used by passengers are cleaned to prevent the spread of COVID-19 and must be cleaned and disinfected if used by a COVID-19 case during the high-risk exposure period, when the surface will be used by another employee within 24 hours of the COVID-19 case.
- (2) All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles and shifter, shall be cleaned to prevent the spread of COVID-19 between different drivers and are disinfected after use by a COVID-19 case during the high-risk exposure period, if the surface will be used by another employee within 24 hours of the COVID-19 case.
- (3) Employers shall provide sanitizing materials and ensure they are kept in adequate supply.

Ventilation

Employers shall 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:

- (1) The vehicle has functioning air conditioning in use and excessive outdoor heat would create a hazard to employees.
- (2) The vehicle has functioning heating in use and excessive outdoor cold would create a hazard to employees.
- (3) Protection is needed from weather conditions, such as rain or snow.
- (4) 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

Employers shall 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.

This section shall take precedence when in conflict with section 3205.