

COVID-19 Prevention Program (CPP)

Sequoia Union Elementary School District

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

Date: 12012020

Authority and Responsibility

The Sequoia Union Elementary School District and the Sequoia Union Elementary School Superintendent-Principal, Ken Horn has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

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

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

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

Employee Participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by:

During this COVID-19 public health emergency, all District employees have a collective responsibility to participate in ongoing trainings in order to be able to identify and evaluate potential COVID-19 hazards. All staff have a collective responsibility to ensure the protection of all people in the workplace by staying abreast of current public health COVID-19 Prevention Program

guidelines to mitigate exposure to the coronavirus disease (COVID-19) symptoms to keep from unknowingly spreading COVID-19.

Employee Screening

We screen our employees by:

Employees are required each workday to self-screen at home for COVID-19 symptoms prior to leaving the home. Once at work, Employees are required to fill out a COVID-19 screener by paper or online through a Google Document.

Employees should follow the CDPH guidelines for self-screening at www.cdph.ca.gov

An employee should stay at home if they are sick, follow public health agency guidelines, and contact the Superintendent-Principal.

Correction of COVID-19 Hazards

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

If there is a potential COVID-19 hazard that has been identified, the Superintendent-Principal will be contacted and will assess the severity of the hazard and make recommendations for correction, including establishing time frames for correcting and identifying the individuals that will be responsible for the timely correction. Follow-up measures will be implemented to ensure timely correction of the COVID-19 hazard.

Controls of COVID-19 Hazards

Physical Distancing

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

*We will follow the most current CDPH guidelines and update our plans accordingly.

* Where possible, we ensure at least three feet of physical distancing at all time in our workplace by using a combination of in-person and/or digital meeting arrangements. When a meeting is held in person, all attendees will be self-screened, where a face mask or face shield with a drape, and physically distance to three feet or follow the most current CDPH guidelines.

*When possible, we reduce the number of persons in an area at one time and require a face mask, and physical distancing to three feet and follow the most current CDPH guidelines.

*We reduce the number of visitors on campus and when a visitor is allowed on campus they fill out the COVID-19 visitor self-screener and an Office staff member takes their temperature. All visitors that are allowed on campus must also wear a face mask or a face shield with a drape, and we will follow the most current CDPH guidelines.

*We use visual cues such as signs and floor markings to indicate where people should locate and in where they should stand or sit while maintaining three feet of physical distance, and/or follow the most recent CDPH guidelines.

* We have staggered break time by grade level groupings in order to ensure staff safety and increase the ability to physical distance to three feet, and/or follow the most recent CDPH guidelines.

*We have spread the school times on-campus to four days a week, and Wednesday is online learning, but will open the days to a full five days at the beginning of the 2021-22 school year and follow the most recent CDPH guidelines.

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

Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department.

We provide new, clean, undamaged face coverings and ensure that face coverings are properly worn by employees that cover the nose and mouth when indoors, and when outdoors are no less than three feet away from another person, including non-employees, and we will follow the most recent CDPH updates on face coverings. We keep the new face masks in stock at all times and employees have access to a new face covering at any time.

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

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- 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.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons.

Engineering controls

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

We have provided plexiglass partitions in areas where three feet of physical distance cannot be maintained. These areas are meant to be used for short periods of time, where three feet of physical distancing cannot be achieved and masks are required in these areas. We will update this as the most recent requirements from CDPH are issued.

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

- *We maximize, to the extent feasible, the quantity of outside air for our buildings by leaving outside doors open as practicable, the exception being during a wildfire outbreak, where opening the doors to outside ventilation is not possible, or during inclement weather.
- * District personnel monitor and service the ventilations systems to ensure they are properly maintained and adjusted.
- *We have ensured that our current practices are maximizing the air filtration efficiency to its highest level

Cleaning and disinfecting

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

Cleaning and disinfection of the campus will be a shared staff responsibility. Intensified cleaning and disinfection procedures will be in place.

Universal Considerations:

Disinfecting products from the Environmental Protection Agency approved list "N" will be used. Label directions will be followed for dilution rates.

Staff using cleaning agents will be made aware of contact time.

Staff that are utilizing cleaners will be made aware of, and provided with appropriate personal protective equipment necessary for the disinfection agents they apply.

It is the staff members responsibility to inform their supervisor if they do not have access to personal protective equipment or a clear understanding of the safety and appropriate uses.

Cleaning products are not to be used near students.

Staff should ensure there is adequate ventilation when using disinfection products by opening windows and/or doors when air quality and weather permits.

Disinfection agents will be stored outside of students' reach.

Teacher Role:

Teachers will work to minimize the extent to which students share items in the classroom. Those items that are shared will be regularly sanitized using an approved cleaner.

Each classroom will have sanitizer sheets that staff can use to sanitize items that have to be shared by students. This area will be updated to follow the most recent CDPH requirements as new guidelines are updated.

Custodial Staff Role:

Custodial staff, in coordination with the COVID-19 Liaison, will be responsible for continuous monitoring of the cleaning and disinfection procedures, and will be responsible for updating procedures as necessary to ensure the health and safety of staff and students.

Cleaning throughout the day.

Bathrooms will be sanitized before and after recesses and lunches.

They will be thoroughly cleaned at the end of the day with special highly attention to touched surfaces (such as door handles, cabinets, light switches) throughout the day.

Classroom Cleaning Between sessions using a commercial fogger and sanitizer, but this cleaning will be updated to follow the most recent updates to the CDPH guidelines.

Bus Driver Role:

Each bus will be deep cleaned after each use.

Drivers will also be provided with sanitizing wipes and gloves. The cleaning of the bus will be updated to meet the most current CDPH guidelines as updates are given.

Office Staff:

Office staff will work to minimize the extent to which visitors share items in the Office. Those items that are shared will be regularly sanitized using an approved cleaner.

The Office will have a sanitizing wipes that staff will use to sanitize when the visitors exit out of the Office.

Office staff will ensure that all visitors have filled out the COVID 19 questionnaire and have their temperature taken.

Office staff will ensure that all students entering the Office area to enter into campus will have their temperature taken. The Office Staff cleaning responsibilities will be updated and will follow the most recent guidelines updated by the CDPH.

Cafeteria Staff:

Cafeteria staff will assist custodial staff in cleaning the cafeteria area and making sure that it is regularly sanitized using an approved cleaner.

Cafeteria staff will follow trained protocol procedures for health sanitization, which will help to ensure that COVID-19 sanitization is occurring on a regular basis in the entire cafeteria area.

The Cafeteria staff cleaning responsibilities will be updated and will follow the most recent guidelines updated by the CDPH.

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

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

- *Temporarily close the area where the infected employee worked until cleaning is completed.

- *If possible, open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before cleaning and disinfecting

- *Conduct deep cleaning of the entire area where the infected employee worked and may have been, including break rooms, restrooms and travel areas, with a cleaning agent approved for use by the EPA against the coronavirus.

- *District custodian personnel cleaning the area should be equipped with the proper personal protective equipment for COVID-19 disinfection (disposable gown, gloves, eye protection, and mask).

This cleaning regiment will be updated to follow any new updates in the guidelines from the CDPH.

Shared tools, equipment and personal protective equipment (PPE)

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

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by:

Personal Protective Equipment for COVID-19 cleaning and disinfecting will be provided to District custodial personnel. PPE must not be shared (do not share gloves, goggles, face shields, face masks, etc.). The District recognizes that high traffic - high touch common areas in the workplace need, to the extent possible, cleaning and disinfecting to limit the spread of the COVID-19 virus. The District has assigned personnel and established routines to clean and disinfect common surfaces and objects in the workplace. This includes, but is not limited to, classroom technology devices, containers, counters, tables, desks, chairs, benches, door handles, knobs, drinking fountains, refrigerators, vending machines, restroom and bathroom surfaces, and trash cans. This cleaning regiment will be updated to follow any new updates in the guidelines from the CDPH.

Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

Extra portable hand sanitizing stations have been placed at strategic places on campus. Hand sanitizer is provided to each classroom and additional hand sanitizer bottles are made available for staff use at all times. Employees have been encouraged to count to 20 while washing their hands.

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

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

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained. [reference section 3205(c)(E) for details on required respirator and eye protection use.]

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.

While engineering and administrative controls are considered more effective in minimizing exposure to COVID-19, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies. Examples of PPE include: gloves, goggles, face shields, face masks, and respiratory protection, when appropriate. During an outbreak of an infectious disease, such as COVID-19, recommendations for PPE specific to occupations or job tasks may change depending on the updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19. We will follow any new updates to the guidelines issued by the CDPH.

Investigating and Responding to COVID-19 Cases

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

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

The Superintendent-Principal, Ken Horn, and the District Nurse, Crystal Guzman, will follow the Tulare County Department of Public Health decision tree on investigating and responding to potential COVID-19 cases. Staff will be required to participate in daily health checks. Any staff experiencing symptoms will undergo a health evaluation, those that are experiencing a temperature of 100.4 degrees or more will be isolated in the designated area (isolation area Office at the end of the first wing building) until they are able to leave campus. The individual must be without a temperature for at least 24 hours without the aid of a fever reducer, and have a doctor's note or make arrangements to be evaluated by the school nurse. Staff with confirmed COVID should isolate for at least 14 days from symptom onset and no fever for 24 hours without fever reducing medicine and symptomatic improvement. Out of Caution, anyone who endorses symptoms of Covid-19 should be treated presumptively as if it is COVID-19 until it is ruled out: Stay home in isolation and recommend testing ASAP. Any household contacts in school, such as siblings or relatives, should quarantine until a negative test result is confirmed. Any staff member that takes a COVID-19 test will be reimbursed by the District. Any Staff member has the opportunity to be regularly tested for COVID-19 at the expense of the district if they choose to do so. Staff members who have a confirmed case of COVID-19 are not permitted to return to the school site for 14 days, or test negative or provide a doctor's note. The COVID-19 liaison (Mr. Horn) will be responsible for

conducting contact tracing and for notifying families and staff of an exposure. We will follow any updates to the CDPH guidelines.

System for Communicating

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

- Who employees should report COVID-19 symptoms and possible hazards to, and how:

Communication between employees and the Sequoia Union Elementary School District on matters relating to COVID-19 mitigation and response is an important aspect to ensure employee safety while in the workplace. Therefore, all employees are encouraged to promptly report concerns regarding COVID-19 mitigation practices or possible COVID-19 exposure in the workplace to the Superintendent-Principal, Ken Horn.

- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Where testing is not required, how employees can access COVID-19 testing:

Staff members can report any concern over COVID-19 mitigation and response or report symptoms of COVID-19 without fear of reprisal.

Staff members have the opportunity to be regularly tested for COVID-19 at the expense of the district if they choose to do so. Staff members will be provided with an updated list of facilities that are providing COVID-19 testing in our area. The Sequoia Union Elementary School District will follow all Family Medical Leave Act and COVID-19 FMLA Addendum policies and procedures. The District will follow the interactive process for any employee that has a medical condition that put them at increased risk of severe COVID-19 illness.

- 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.

Staff will be required to participate in daily health checks. Any staff experiencing symptoms will undergo a health evaluation, those that are experiencing a temperature of 100.4 degrees or more will be isolated in the designated area (isolation area Office at the end of the first wing building) until they are able to leave campus. The individual must be without a temperature for at least 24 hours without the aid of a fever reducer, and have a doctor's note or make arrangements to be evaluated by the school nurse. Staff members can report symptoms of COVID-19 without fear of reprisal. Staff members who have been exposed to COVID-19 will be provided information on the latest testing facilities in our area and the testing for COVID-19 will be at the expense of the District. Any updates to the CDPH guidelines will be followed.

- 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.

The District, will inform employees and other employers and individuals in contact with the District about COVID-19 hazards that they may be exposed to and what is being done to control or mitigate those hazards in the following way:

*Encourage sick employees to stay home.

*If identified at work and upon notification to a supervisor or administrator that an employee is showing symptoms related to COVID-19, send employee home or to medical care as needed.

*Follow public health agency recommendations regarding the prearrangement of office and workplace furniture in keeping with current physical distancing guidelines.

*Employees will have access to appropriate hygiene products in the workplace.

*Encourage employees to use their own face covers or the face coverings supplied by the District. Face coverings (cloth face cover; face shield with a face mask; face mask) must be worn at all times while indoors on campus. Any updates to the CDPH guidelines will be followed.

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.

The Sequoia Union Charter Elementary School and the Sequoia Union Elementary School District will continue to provide training in the general description of COVID-19, symptoms, when to seek medical attention, how to prevent its spread, and the employer's procedures for preventing its spread at the workplace. The ongoing training consists of reviewing written documentation, online video trainings, and updates on the COVID-19 pandemic and its impact and effects on education provided by the California Departments of Public Health.

Appendix D: COVID-19 Training Roster will be used to document this training.

Exclusion of COVID-19 Cases

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

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by

The Sequoia Union Elementary School District will consult with the CDC, the California Department of Public Health, and the Tulare County Department of Health and Human Services to ensure mitigation practices and response protocols are aligned with current expectations as information about the COVID-19 virus continues to be examined and understood. The Sequoia Union Elementary School District will follow the Tulare County Department of Health and Human Services decision tree. The TCDHHS decision tree recommends that persons directly exposed to an individual who has tested positive or been diagnosed with COVID-19 should self-quarantine for 14 days and get tested if symptoms develop.

- 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.

If an employee is confirmed by medical verification to have the COVID-19 infection, the Sequoia Union Elementary School District will inform the Tulare County Department of Health and Human Services and the District will inform immediate coworkers of their possible exposure to COVID-19 in the workplace, but maintain confidentiality as required by the Americans with Disabilities Act (ADA).

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 99.5 or higher has resolved without the use of fever-reducing medications.
 - COVID-19 symptoms have improved.
 - At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work.

- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

Title of Owner or Top Management Representative

Signature

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:

Date:

Name(s) of Employees 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, including barriers, partitions and ventilation

Appendix B: COVID-19 Inspections

Date:

Name of Person Conducting the Inspection:

Work Location Evaluated:

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/Partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Face shields/goggles			
Respiratory protection			

Appendix C: Investigating COVID-19 Cases

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

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

Date:

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

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

Appendix D: COVID-19 Training Roster

Date:

Name of Person Conducting the Training:

Employee Name	Signature

Additional Consideration #1

Multiple COVID-19 Infections and COVID-19 Outbreaks

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

COVID-19 testing

- We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- 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.

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**.

Additional Consideration #3

COVID-19 Prevention in Employer-Provided Housing

Assignment of housing units

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

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

Physical distancing and controls

We will ensure:

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

Face coverings

We will provide face coverings to all residents and provide information to residents on when they should be used in accordance with state or local health officer orders or guidance.

Cleaning and disinfection

We will ensure that:

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

Screening

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

COVID-19 testing

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

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

We will:

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

Additional Consideration #4

COVID-19 Prevention in Employer-Provided Transportation to and from Work

Assignment of transportation

We will prioritize shared transportation assignments in the following order:

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

Physical distancing and face coverings

We will ensure that the:

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

Screening

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

Cleaning and disinfecting

We will ensure that:

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

Ventilation

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

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

Hand hygiene

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