

COVID-19 Prevention Program (CPP)

Round Valley Unified School District (RVUSD)

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

Date: February 16, 2021

Authority and Responsibility

Mike Gorman, Superintendent, 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:

- * Conducting a review of classroom/work space environments for possible COVID-19 hazards, ensuring that the principal or appropriate administrator is notified and the issue is documented and tracked.
- * Reviewing COVID-19 prevention controls at the school site and maintain compliance with all standards set.

- * Completing COVID-19 training with all staff on the RVUSD COVID-19 Safety Plan. Training will include: 1) proper use, removal, and washing of face coverings; 2) physical distancing guidelines and their importance; 3) symptoms screening practices; 4) COVID-19 specific symptom identification; 5) how COVID is spread; 6) enhanced sanitation practices; 7) the importance of staff and students not coming to work when they have symptoms, or if they or someone they live with or they have had close contact with has been diagnosed with COVID-19; and 8) the district's plan and procedures to follow when staff or students become ill at school.

Employee Screening

We screen our employees by:

- * Asking that every employee screen himself/herself daily, prior to entering campus, using the At-Home Health Screening Guide for COVID-19, which includes checking for symptoms and fever.
- * 100% of personnel have the option to participate in surveillance testing every two weeks, when the county is in Purple or Red Tier. Any RVUSD employee may request additional testing through the local Tribal Health Clinic.
- * RVUSD will work with the Mendocino County Office of Education to secure reliable and available testing kits for all students and staff.
- * If a staff member feels ill during the school day, he/she will immediately inform the site administrator and will be asked to leave the classroom as soon as an adult takes over the supervision of students. The staff member will be screened for symptoms and fever, using a non-contact thermometer, and masks will be used during screening by the employee and the screener. The staff member will be encouraged to contact their physician or Round Valley Tribal Health and discuss taking a COVID-19 test. The employee will remain at home in isolation until results have been received. If test results are negative, the employee may return to school 24 hours after fever has subsided and symptoms are improving, with permission from the Superintendent. If test results are positive, the employee must remain in isolation and may not return to the school site until all District protocols have been satisfied and clearance has been given.

Correction of COVID-19 Hazards

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

- * All hazards documented on the COVID-19 Inspections Form will be directly and immediately submitted to the Site Administrator who will then review and submit to the Superintendent's office.
- * The severity of each hazard will be assessed by the Superintendent and Director of Maintenance, and priority for correcting each issue will be assigned along with a specific timeline for work completion. * The Superintendent and the Site Administrator will receive written feedback when each hazard has been resolved, along with the date of resolution.
- * The employee who identified the COVID-19 hazard will also be notified that the issue has been resolved.
- * Records of all hazards and actions taken will be kept at the District Office.

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:

1. Modified Classroom Layouts:

Seating at tables or desks is spaced as close to six feet apart as practicable. Student chairs will be distanced at least 6 feet away from one another and under no circumstances should the distance between student chairs be less than 4 feet. Distance between teachers and other staff desks will be at least 6 feet away from students and other staff desks. The six foot space is relevant to the distance between people; portions of desks or tables may be within the six foot distance between people.

Where the required spacing is not possible, the use of other space will be considered as well as other barriers, arranging desks in a way that minimizes face-to-face contact and utilizing optimum ventilation.

Layouts and social distancing include positioning staff work areas so that they are a safe distance away from high traffic areas. This may include moving desks, rerouting traffic, or installation of plexiglass or other types of dividers.

For all positions that perform one-on-one legally required student interactions (psychologists, speech, nurses, educational specialists, any other staff), space will be set up for testing and the room will be equipped with an adequate supply of PPE, including plexiglass as necessary, masks, gloves, and cleaning supplies. Seating will be spaced at least 6 feet apart to ensure social distancing can be maintained when testing.

Activities where there is increased likelihood for transmission from contaminated exhaled aerosols, such as band, choir, or music, are permitted outdoors only, providing that precautions such as physical distance and use of face coverings are implemented to the maximum extent. Playing of wind instruments is strongly discouraged. Physical distancing beyond 6 feet is strongly recommended.

Administration will ensure that staff members maintain physical distancing of six feet from each other and that all staff use face coverings in accordance with CDPH guidelines. All staff meetings, professional development training, and other activities involving staff will be conducted with physical distancing measures in place, when physical distancing is not possible, gatherings will either be outside or virtual.

2. Bathrooms:

The number of persons allowed in the restrooms at one time will be established based on the size of the restroom, including available stalls and sinks, and social distancing requirements. This may involve staff monitoring or limiting access to restrooms. Signage and short videos will be provided to educate staff and students on the safe use of restrooms.

3. School Bus Transportation:

Measures will be implemented to reduce risk on the school bus. Student arrival times and onsite class times may be modified to comply with distancing guidelines. Students and staff will wear face coverings at all times on a bus and each bus will be equipped with extra unused face coverings for students who may have failed to bring one. Bus windows shall be kept open whenever possible to maximize ventilation, with at least two windows opened fully. Drivers will have at least 6 feet of distance from riders. Student seating and space between riders will follow county guidance of at least 3 feet apart.

4. Entrance, Egress, and Movement Within a School:

Schools will provide routes for entry and exit to the campus and classrooms. Schedules for arrivals, recess and lunch will be strategically coordinated to prevent the mixing of students, staff, and cohorts. Movement through hallways will be minimized as practicable and sites will create ways to enter and exit a campus, create staggered passing times when necessary, and use visual reminders on the floor that students can follow to enable physical distance while passing and waiting in line.

5. Common Spaces:

Common or shared spaces such as cafeterias, libraries, and playgrounds will operate with staggered schedules that are determined by the site administrators. The schedules will promote physical distancing guidelines to ensure staff and student safety while in these areas. Staff room occupancy will be limited to allow for 6 feet of physical distancing. School athletic activities and sports will follow the CDPH Outdoor and Indoor Youth and Adult Recreational Guidance.

6. Food Services:

When necessary, breakfast meals will be individually wrapped and will be brought to classrooms. Students will eat outside, whenever possible, so masks can be removed. Lunch Grab-N-Go meals will be provided prior to students leaving campus mid day and will be eaten at home. If common areas such as cafeterias must be used, students will be safely separated by cohorts while maintaining the physical distance standards with proper cleaning and sanitization after each use.

Disposable food service items (utensils, dishes) will be used as much as possible. If disposable items are not feasible, items will be handled with gloves and washed with dish soap and hot water or in a dishwasher.

Divided mealtimes will be implemented by site administrators. Classified staff may assist with the monitoring of various eating locations.

Meals will be provided regardless of the learning model that is implemented both for students on-site and those participating through the Distance Learning Model. Meals will be provided as Grab and Go to ensure social distancing guidelines can be followed, and may be served at home.

7. Visual Cues:

Visual cues such as signs and floor markings will be used to indicate and guide where staff, students and visitors should be located to maintain 6 feet of physical distancing. Signage and floor markings will also be implemented to delineate one-way halls and doorways.

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.

The District provides face masks for staff and students. Staff are provided with disposable 3-ply surgical masks and/or face shields (when deemed appropriate). The District also provides schools a supply of face coverings for students who fail to bring face coverings to school. Plexiglass or other barriers will be provided for instructional staff, high traffic school site main office areas and district office locations.

Face coverings are required for all persons (staff, students, parents, community members) who are at any district or school site. The mask must be worn over the nose and mouth at all times. This includes anyone dropping-off or picking-up children and on District transportation. Staff and students with a documented medical contraindication to a face covering may be allowed to wear a face shield with a cloth drape below the chin and tucking into a shirt. Speech and language therapists and staff working with younger or hard-of-hearing students may also use a face shield with a cloth drape if a face covering interferes with their ability to work with students.

Students with documented medical or behavioral contraindications to face coverings should be seated 6 feet away from other students with care taken to not stigmatize the student.

Schools must exclude from campus any adult or student who refuses to wear a face covering provided by the school, unless the student or adult is medically exempt. The District will engage in the interactive process with any employee who has medical limitations restricting his/her ability to wear a mask. Students who are excluded from campus because they will not wear a face covering will be offered Distance Learning.

Face coverings may be removed during breaks during designated times and in designated areas if physical distancing can be achieved, otherwise they need to be worn outdoors.

Participants in youth and adult sports, both indoors and outdoors, should wear face coverings when participating in the activity, even with heavy exertion as tolerated.

Training will be provided for students and staff in the the proper use, removal, and washing of face coverings. The CDPH Guidance for the Use of Face Coverings will be provided to staff and families of students.

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:

- * Plexiglass or other separation barriers will be provided for high-traffic school site main office areas and district office locations and when six feet of physical distancing cannot be met, such as one-on-one testing environments.
- * Use of maximum ventilation, with fresh air being provided through use of open doors and windows, whenever possible.
- * HEPA air filtration systems, with a large enough capacity and flow rate for the square footage of each room, have been placed in all classrooms and school/district work environments.
- * Handwashing stations are available and located throughout the campuses.
- * All classrooms and offices have been supplied with blue light infrared wands to use for sterilization within classrooms.
- * All classrooms, offices, and cafeterias are supplied with non-contact thermometers so temperature checks can be completed.

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

- * Continually monitoring ventilation systems for proper operation.

- * All heating, ventilation and air conditioning (HVAC) filters will be replaced on a scheduled replacement cycle. Replacement cycles will be adjusted accordingly based on guidance or need.
- * The district uses filters at and above industry standard at all of our school sites and the District offices.
- * In the event that outside air needs to be minimized due to other hazards, such as heat and wildfire smoke, the Superintendent or designee may close school to in-person learning and move to Distance Learning.

Cleaning and disinfecting

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

Cleaning supplies for school sites will include soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), paper towels, tissues, disinfectant wipes, and various custodial cleaning products. Custodial staff have been thoroughly trained in the proper cleaning of frequently touched surfaces (e.g. door handles, desks, sink handles, drinking fountains, etc.) within the school and on buses. Schedules will be set up to provide for enhanced daily cleaning focusing on sanitizing touchpoints, ensuring that adequate time is allowed for proper cleaning. Custodial staff will use district provided disinfecting solutions and will ensure that the product listed wet time is followed to ensure full neutralization of the virus. All common areas and classrooms will be fogged every night with sterilizing solutions.

Schedules will be shared with all stakeholders. Buses will be cleaned daily and fogged with sterilizing solutions. Adequate cleaning supplies will continue to be provided and stored away from children.

To minimize the risk of waterborne illnesses, steps have been taken to ensure that all water systems and features (e.g., sink faucets, drinking fountains) are safe to use after the prolonged facility shutdown. Drinking fountains will be shut off but additional hydration stations have been provided and staff and students will be encouraged to bring their own water bottles to minimize the use and touching of water fountains.

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

The space where the ill individual spent a large proportion of his/her time, including buses and other district vehicles, will be isolated for a minimum of 24 hours with closure postings at all entrances. The space will then be disinfected by trained custodial staff. Staff engaged in cleaning and disinfecting will be equipped with proper PPE for COVID-19 disinfection in addition to PPE as required by product instructions.

As soon as a compromised facility has been identified, custodial staff are to open up all exterior windows of the compromised rooms and close off access to these spaces. Staff entering the compromised space should wear masks. Staff are not to turn off HVAC systems. These systems provide better filtration capabilities and introduce outside air into the areas they serve. Staff are to lock all doors leading to the compromised rooms and write the date and time of the closure on warning signs which will be prominently posted on all locked doors. If possible, staff are to wait at least 24 hours before cleaning and disinfecting. Cleaning staff should PPE at all times. All compromised spaces with carpet flooring are to be vacuumed with a HEPA filter. Staff will need to temporarily turn off room fans and HVAC units while vacuuming and vacuum only in an unoccupied area. All areas, surfaces, touchpoints and shared equipment will need to be cleaned and disinfected. It is important to closely follow directions for sanitizing and disinfecting provided by the products to be used.

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:

- * Providing staff disinfecting wipes and gloves for use to disinfect items between use.
- * Providing staff blue light infrared wands for sterilization of items with classrooms.
- * Fogging all staff and student used places every night.

The use of shared objects (e.g., gym or physical education equipment, art supplies, toys, musical instruments, computers) will be significantly limited at this time unless they can be cleaned after a single-use. In addition, there will be no shared school supplies. Site administration, with staff, will develop a list of basic supplies that cannot be shared amongst students. The list is limited to items students use each day, but cannot be shared now (for example: crayons, pencils, glue, scissors, paper, rulers). Each cohort keeps their own recess equipment.

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:

- * Will develop school site routines and schedules for staff and students in all grades to wash or sanitize their hands at staggered intervals, especially before and after eating, upon entering/re-entering a classroom, and before and after touching shared equipment such as a computer keyboard.
- * Will use flyers and on-site demonstrations to teach and reinforce handwashing with soap and water for at least 20 seconds. Staff may monitor all school restrooms to ensure compliance, especially with younger students.
- * Ensure that soap, water and/or hand sanitizer are readily available in all classrooms and office areas. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol will be available in classrooms and offices. No hand sanitizer will be provided that contains methanol. Children under 9 years old should use hand sanitizer only under adult supervision. The District has purchased and received an adequate supply of hand sanitizer for all classrooms and offices at every district site. **DO BATHROOMS HAVE TOUCHLESS FAUCETS??**
- * Encourage staff and students to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds. If soap and water are not available, hand sanitizer should be used.
- * Will continually evaluate handwashing facilities, and portable stations will be installed at a site if necessary.

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.

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:

- * Notified of the potential exposure as soon as exposure is identified.
- * Encouraged to contact their physician and discuss the potential for COVID-19 testing.
- * Provided information on how to access COVID-19 testing at no cost to the employee. COVID-19 testing can be obtained through the Round Valley Tribal Health Clinic, County Public Health Department, or through their private physician. If the employee wishes to take the test during their working hours, they should arrange an appropriate time with their supervisor.

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:
 - Employees who identify possible COVID-19 hazards should immediately share this information with their school site principal or their direct supervisor through use of Appendix A: Identification of COVID-19 Hazards..
 - Employees who have parents sharing with them regarding student positive COVID-19 test results should immediately share this information with their school site principal.
 - Employees who have tested positive for COVID-19, who are exhibiting COVID-19 symptoms or who have been exposed to an infected individual for a cumulative total of 15 minutes within any 24-hour period within the window beginning two days before until 10 days after the infected individual first experienced symptoms or had a positive test result should immediately contact and inform their direct supervisor.
 - In all cases listed above, the site administrator will immediately contact the District Superintendent.
- 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:

COVID-19 testing can be obtained through the local Round Valley Tribal Health Clinic, Mendocino County's Department of Public Health, or at local testing sites identified by an employee's physician. The District will provide a list of available testing sites and contact information to all employees.

- 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.

A plan has been developed for how to provide testing in the event of an employee exposure. This plan will be provided to all employees.

- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.

Training and Instruction

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- 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.

Employees will be trained virtually and/or in person prior to school re-opening and all training materials will be placed on the District website for review by staff. Additionally, site administrators and supervisors will review key elements of the training with staff throughout the year during staff meetings.

Parents will also be provided information on the RVUSD COVID-19 Prevention Plan and the COVID-19 School Guidance Checklist virtually prior to school re-opening. Specific information will be shared from pertinent information shared with

employees during training (see above), as well as information on What to Expect When Returning to School, Daily Health Self-Checks, and the Parent/Guardian Health and Safety Agreement for In-Person Instruction.

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

making available all employer-provided employee sick leave to any employee who has tested positive for COVID-19 or who is excluded from the workplace due to recent close contact (6 feet, masked or unmasked, for 15 minutes cumulatively over 24 hours) with a person with COVID-19. All employees must immediately contact their site administrator or direct supervisor if they need to stay home due to COVID-19 positivity or COVID-19 exposure.

- 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 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.

Mike Gorman, RVUSD Superintendent

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 #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.