

COVID-19 Prevention Program (CPP)

City Heights Preparatory Charter School

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

Date: March 2, 2021

Authority and Responsibility

Dr. Elias Vargas 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.
- In regards to our periodic inspections of the workplace, we will also implement our procedures to correct the identified hazards.
 - The school will continue to ensure that updates are made to all stakeholders surrounding COVID-19 and that the best practices to combat the virus are utilized.
 - We plan to exclude any student, parent, caregiver, visitor, or staff showing symptoms of COVID-19 (reference CDC and CDPH guidelines for COVID-19 symptoms).
 - In the case that our school must be closed again, we plan to follow the public health guidelines, and we plan to be in coordination with local health officials.

Employee Participation

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

- We will continue to offer Professional Development with updates on COVID-19, reviewing (and updating when necessary) our current guidelines and protocols surrounding the aforementioned practices as well as what it will mean to work together to hold one another accountable during this time.
- Training for Face and Nose Covering

i. Use a tissue to wipe the nose and cough and sneeze inside the tissue.

ii. Not touch the face or face covering.

- PPE Training- our plan to provide PPE Training is in accordance with CDC guidance in order to:

i. Train and provide information to employees on proper use, removal, and washing of cloth face coverings.

ii. Train employees regarding how face coverings are not recommended for anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance. We plan to make reasonable accommodations, such as a face shield with a cloth drape for those who are unable to wear face coverings for medical reasons. Per Cal/OSHA, considerations for face shields will include a cloth drape attached across the bottom and tucked into the shirt.

iii. Train employees to understand that cloth face covering is meant to protect other people in case the wearer is unknowingly infected (many people carry COVID-19 but do not have symptoms). We plan to train them that cloth face coverings are not surgical masks, respirators, or personal protective equipment.

- We also plan to provide staff training or utilize state-provided training on:

i. Disinfecting frequency and tools and chemicals used in accordance with the Healthy Schools Act, CDPR guidance, and Cal/OSHA regulations. For staff who use hazardous chemicals for cleaning, we plan on providing the specialized training that is required.

ii. Physical distancing of staff and students.

iii. Symptom screening, which includes temperature checks.

iv. Updates to the Injury and Illness Prevention Program (IIPP).

v. State and local health standards and recommendations, including, but not limited to, the following:

1. Proper use of protective equipment, including information on limitations of some face coverings that do not protect the wearer and are not PPE but can help protect people near the wearer. Face coverings do not replace the need for physical distancing and frequent handwashing. Cloth face coverings are most essential when physical distancing is not possible. We also plan to include training on removal and washing of cloth face coverings.

2. Cough and sneeze etiquette.

3. Keeping one's hands away from one's face.

4. Frequent hand washing and proper technique.

5. Confidentiality around health recording and reporting.

vi. Training for school health staff on clinical manifestations of COVID-19, pediatric presentations, and CDC transmission-based precautions.

vii. Training on trauma-informed practices and suicide prevention.

Employee Screening

We screen our employees by:

- **Passive Screening:** We plan to instruct staff to self-screen before leaving for work (check temperature to ensure temperatures below 100.4 degrees Fahrenheit, check for symptoms outlined by public health officials). They will be instructed to stay home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19. We will advise sick staff members not to return until they have met CDC criteria to discontinue home isolation.
- **Active Screening:** We plan to engage in symptom screening as staff enter worksites, consistent with public health guidance, which includes visual wellness checks and temperature checks with no-touch thermometers (check temperature to ensure temperatures below 100.4 degrees Fahrenheit). All employees will be required to wear face coverings during this screening process.
- Additionally, we plan to ask all staff about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test.
- While screening employees, we will ensure that all thermometers will be properly cleaned and disinfected after each use.
- Once temperatures have been checked, we plan to ensure that all staff will wash and/or sanitize their hands as they enter worksites.
- We plan to exclude employees who are exhibiting symptoms from the workplace. Staff members who develop symptoms of illness will be sent to medical care and we plan to have emergency substitute plans in place.

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:

We plan to:

- i. Address the school's role in documenting, reporting, tracking, and tracing infections in coordination with public health officials.
- ii. Notify staff and families immediately of any possible cases of COVID-19. We will review legal responsibilities and privacy rights for communicating about cases of the virus.
- iii. Provide guidance to parents, teachers, and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.
- iv. Advise sick staff members and children not to return until they have met CDC criteria to discontinue home isolation.
- v. Inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms and to follow CDC guidance if symptoms develop. If a person does not have symptoms, we plan to follow appropriate CDC guidance for home isolation.

- PPE will be used to control employees exposure to COVID and we will have this equipment immediately available.
- If there are any COVID cases at work, we will document who was infected, why they were at the workplace, where the employee worked, the date and time COVID was last present in the workplace, and the date COVID test was offered. The notice will be given in 1 business day to potentially exposed employees and independent contractors. We will also provide the notification to the health department.

Controls of COVID-19 Hazards

Physical Distancing

Where possible, we ensure at least 3 feet of physical distancing at all times in our workplace by:

- Plan to Limit the Number of Persons in Campus Spaces:

We plan to limit the number of people in all campus spaces to the number that can be reasonably accommodated while maintaining a minimum of 3 feet of distance between individuals (3 feet is the current minimum recommendation for physical distancing from the CDC, but we plan to pay attention to future modifications in public health recommendations).

- Creating Smaller Student/Educator Cohorts & Minimizing Movement:

To the extent possible, and as recommended by the CDC, we plan to create smaller student/ educator cohorts in order to minimize the mixing of student groups throughout the day. Furthermore, we plan to minimize movement of students, educators, and staff as much as possible.

- Alternative to Physical Distancing:

In a circumstance where sufficient physical distancing is difficult or impossible, we plan that all individuals, including staff and students, will wear face coverings that cover the mouth and nose consistent with public health guidance. To be clear, face coverings are not a replacement for physical distancing, but they will be used to mitigate virus spread when physical distancing is not feasible.

- Student Physical Distancing:

i. Limit number of students physically reporting to school, if needed to maintain physical distancing.

1. Determine student and staff capacity of each school meeting at least 3-feet physical distancing objectives.
2. Consider various strategies outlined in the Instructional Program Models in the guidance document, such as early/late start times and blended learning models.

ii. Follow the CDC recommendations for virtual activities in lieu of field trips and intergroup events.

iii. Post signage and install barriers to direct traffic around campus.

iv. We will limit the number of people in outside spaces.

1. Provide supervision to ensure physical distancing.

2. Although we did not offer this at the moment, when offered, we plan that physical education (PE) and intramural/interscholastic athletics will be limited to activities that do not involve physical contact with other students or equipment until advised otherwise by state/local public health officials.

v. Classrooms

1. Determine maximum capacity for students of each classroom while meeting 3-foot physical distancing objectives.
2. In accordance with CDC and CDPH guidance, we plan to ensure desks are a minimum of 3 feet apart and arrange desks in a way that minimizes face-to-face contact.
3. If necessary, we plan to utilize other campus spaces for instructional activities (e.g. outdoors).
4. If necessary, broadcast to other classrooms and students' distance learning at home.
5. Provide staffing to ensure physical distancing for younger students and students with special needs.
6. Arrange developmentally appropriate activities for smaller group activities and rearrange furniture and play spaces to maintain separation, when possible.
7. Address physical distancing objectives as students move between classrooms.
8. Address potential issues from physical distancing rules that could result in unintended segregation of students with disabilities on campuses away from peers without disabilities.

vi. Food Service

1. We plan to consider strategies to limit physical interaction during meal preparation and meal service (e.g., serving meals outside, increasing meal service access points, staggering cafeteria use).
2. Suspend the use of share tables and self-service buffets for food and condiments.
3. If applicable, we plan to install physical barriers, such as sneeze guards and partitions, at point of sale and other areas where maintaining a physical distance of 3 feet is difficult.
4. If we provide meal service in classrooms, we plan on cleaning and removing all trash.
 - Staff physical distancing:
 1. Avoid staff congregations in work environments, break rooms, staff rooms, and bathrooms.
 2. Avoid grouping staff together for training or staff development. We plan to consider conducting the training virtually or, if in-person, we plan to ensure that distancing is maintained.
 - ii. If applicable, we plan to adjust staff schedules (through negotiations) to accommodate new student schedules and physical distancing strategies.
 - iii. In accordance with Cal/OSHA regulations and guidance, we plan to evaluate all workspaces in order to ensure that employees can maintain physical distancing to the extent possible.

1. Where possible, we plan to rearrange workspaces to incorporate a minimum of 3 feet between employees and students.

2. If physical distancing between workspaces or between employees and students and visitors is not possible, we plan to add physical barriers that cannot be moved to separate workspaces.

Individuals will be kept as far apart as possible when there are situations where three 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 three 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.

It is mandatory that everyone onsite wears a face covering. Should someone need a face covering or replacement, the school will provide disposable face coverings and/or face shields. Face coverings do not replace the need for physical distancing and frequent handwashing. It is required that employees notify the school administrator about non-employees who are not wearing face coverings.

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 three 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 unless the unmasked employee is tested at least twice weekly for COVID-19.

Engineering controls

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

We will implement at least three feet between individuals in all areas of the school campus. Also, the students will spend no more than 55 minutes in a classroom at any given time in order to reduce exposure.

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

Our school's facility manager will replace the air filters 1-2 times a week in all buildings, the ventilation system will be checked, all windows will be remained open, and classroom doors will be encouraged to be kept open. We have also purchased Smart True HEPA Air Purifiers for all classrooms.

Cleaning and disinfecting

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

- All staff will have access to cleaning supplies to disinfect in their classrooms/offices.
- We plan to disinfect after each class period and at the end of the school day.
- The facilities manager will also disinfect all areas of the campus, especially the most used place.
- The campus will be cleaned daily and deep cleaned and disinfected weekly.
- In accordance with CDC guidance, we plan to avoid sharing electronic devices, books, and other games or learning aids and disinfect after each use.
- We will continue to disinfect all items before another person uses it.

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

- i. In consultation with the local public health officials, the appropriate school official may consider whether school closure is warranted and length of time is based on the risk level within the specific community as determined by the local public health officer.
- ii. In accordance with standard guidance for isolation at home after close contact, the classroom or office where the COVID-19-positive individual was based will be closed temporarily as students or staff isolate. We will close the room immediately and begin cleaning and disinfecting the entire room with PPE. Any and all materials and equipment used by an individual with a positive COVID-19 case during the high-risk exposure period will also be properly cleaned and disinfected. The individual who will clean the room will wear protective equipment during this process and will be trained on how to safely clean the infected area.
- iii. Additional close contacts at school outside of a classroom will be notified and asked to isolate at home.
- iv. Additional areas of the school visited by the COVID-19-positive individual may also need to be closed temporarily for cleaning and disinfection.
- v. We will develop a plan for continuity of education, medical and social services, meal programs and establish alternate mechanisms for these to continue.

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:

In accordance with CDC and California Department of Pesticide Regulation (CDPR) guidance, and in consultation with local public health officials, we plan to:

- i. Have a safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning.

- ii. Disinfect surfaces between uses, such as:

1. Desks and tables

2. Chairs

3. Keyboards, computers, phones, headsets, copy machines

iii. Disinfect frequently—at least daily—high-touch surfaces, such as:

1. Door handles

2. Handrails

3. Drinking dispensers

4. Sink handles

5. Restroom surfaces

6. Games, art supplies, instructional materials

7. Playground equipment

iv. Air out the space before students arrive when cleaning. We also plan to do thorough cleaning when students are not present.

v. Close off areas used by any sick person and not using before cleaning and disinfection. To reduce risk of exposure, we plan to wait 24 hours before cleaning and disinfecting. If it is not possible to wait 24 hours, we will wait as long as possible.

- All employees will be trained on how to safely clean and disinfect.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- In accordance with CDPH and Cal/OSHA guidance and in consultation with local public health officials, our plan for handwashing includes:

i. Providing opportunities for students and staff to meet handwashing frequency guidance.

ii. Ensuring sufficient access to handwashing and sanitizer stations. We will utilize portable hand washing stations throughout our site and near classrooms to minimize movement and congregations in bathrooms to the extent possible.

iii. Ensuring fragrance-free hand sanitizer (with a minimum of 60 percent alcohol) is available at or near all workstations.

- Training of Proper Handwashing Techniques and PPE/EPG Use:

- i. We plan to train students and staff on how to scrub their hands with soap for at least 20 seconds or use hand sanitizer if soap and water are not accessible. We will teach staff and students on how to use paper towels (or single use cloth towels) to dry hands thoroughly.
- ii. We plan to ensure that all students and staff will wash their hands when: arriving and leaving home; 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 and preparing foods. We will ensure this by asking students and staff to wash and/or sanitize their hands multiple times throughout the day.
- iii. We plan to follow CDC guidance on proper PPE use.
 - We will ensure sufficient supplies of hand sanitizers, soap, handwashing stations, tissues, no-touch trash cans, and paper towels.
 - All students and staff will wash their hands prior to entering campus and throughout the school day. We will allow time for all students and staff to wash their hands frequently. We will even ask them to sanitize their hands multiple times a day as entering and exiting classrooms and school campus.

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.

Along with having PPE readily available at all times, we will also provide PPE Training.

Our plan to provide PPE Training is in accordance with CDC guidance in order to:

- i. Train and provide information to staff and students on proper use, removal, and washing of cloth face coverings.
- ii. Train students and staff regarding how face coverings are not recommended for anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance. We plan to make reasonable accommodations, such as a face shield with a cloth drape for those who are unable to wear face coverings for medical reasons. Per Cal/OSHA, considerations for face shields will include a cloth drape attached across the bottom and tucked into the shirt.
- iii. Train staff and students to understand that cloth face coverings are meant to protect other people in case the wearer is unknowingly infected (many people carry COVID-19 but do not have symptoms). We plan to train them that cloth face coverings are not surgical masks, respirators, or personal protective equipment.

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:

In the case that an employee has potential COVID-19 exposure in the workplace, there will be paid sub coverage, and we will offer COVID-19 testing at no cost. The COVID-19 test will be covered through the San Diego County Office of Education. We will be sure to address these benefits in the Training and Instructions that we will provide to all employees.

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:

They should be reported to the school director, Elias vargas and the COVID-19 Coordinator, Roshin Mohammed.

- 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:

Testing is provided for free at local health centers and provided by San Diego County Office of Education.

- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.

If needed, we will inform staff about the testing sites that are free for school employees. The cost of the COVID-19 test will be covered through the San Diego County Office of Education.

- 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 amount of people on campus will be limited. However, everyone that enters onsite will be screened upon arrival. This includes a temperature read, asking them to wash or sanitize their hands, notifying the school about any possible exposure to COVID-19, and to stay home when not feeling well.

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 three 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 three 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.

Staff will also participate in online COVID-19 preventions and protection trainings from SafeSchools.

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

All employees have paid sick leave.

- 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.

Anytime an employees enters campus, we have a google sheet entitled "COVID-19: Staff Tracking," which tracks the following:

- Date
- Temperatures
- Any COVID-19 related symptoms
- Whether or not they have been exposed to COVID-19 in the last 24 hours
- Whether or not they have tested positive for COVID-19

Anytime a parent/ guardian or visitor wishes to enter campus, we will sign them in, record their temperature, ask them if they have been exposed to anyone with COVID-19, or if they have had any COVID related symptoms in the last 24 hours. If they answer yes to any of these questions, or have a fever, they will not be allowed to enter campus grounds in order to ensure the safety of all staff and students.

Return-to-Work Criteria

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

Dr. Elias Vargas

March 2, 2021

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.

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.