

COVID-19 Prevention Program (CPP)

Richland School District

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

Date: FEB 1, 2021

Authority and Responsibility

Superintendent or Designee 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:

RSD scheduled periodic walkthroughs with CSEA and RTA representative. Other stakeholders include Superintendent, CBO, Director of Planning, Facilities and Operation, Site Administration and Trustees.

Employee Screening

We screen our employees by:

Staff completes a Return-to-Work Affirmation confirming upon their first day of returning to work that they are symptom-free.

Staff will continue to perform a self-assessment and temperature check upon entering the school campus every morning.

At any time if an employee has symptoms, they will be sent home.

If the employee requests a test, the District will provide a list of testing sites and, upon request, will provide information on Rapid COVID-19 testing available.

While waiting for results, staff will self-quarantine at home.

Staff who become symptomatic at work will be immediately isolated and sent home.

Employees have access to a touchless thermometer.

Each school site has two thermal scanners.

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:

During COVID-19, site administration completes a safety walk-through on campus at least weekly. Any COVID-19 hazard concerns identified through the walk-through or reported by other staff/stakeholders are submitted to MOT department through our work order system and tagged as priority. The Secretary of MOT will contact appropriate MOT personnel to address any hazard identified. Secretary will maintain Appendix B (COVID-19 Inspections) and any supporting documentation. MOT Director will review documentation weekly to ensure that corrections have been addressed and follow up as necessary.

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:

Creating schedules for staff and students to reduce the number of students in a classroom at one time including a hybrid model of instruction, staggered recess, and dismissal times.

Students are assigned specific ingress and egress locations.

6-foot distancing requirements are applied to those entering office.

During COVID-19, lunch is being distributed via "Grab and Go" at dismissal.

Visual cues such as signs and floor markings indicate where employees and others should be located or their direction and path of travel.

Reducing the number of persons in an area at one time, which includes assigning students/staff to specific restroom areas, removing furniture in common gathering areas where required physical distancing is not possible.

Students are assigned seats according to physical distancing requirements and have masks available on the bus.

Pre-screening students using a touchless thermometer prior to entering onto a bus and on campus.

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.

Inventory of masks is done weekly to ensure availability.

All employees were issued a box of 50 face coverings.

There is a request process at sites and departments for employees to request additional masks.

Signage is posted at all building entrances requiring face coverings to be worn before entering the building.

If a non-employee attempts to enter the workplace without a face covering, one is provided for them. If they refuse to wear the mask they are asked to leave.

Any employee not following safety protocols are subject to disciplinary action.

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 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 six feet between individuals:

District Office: All connecting doors are kept closed to separate departments and maintain distance between staff and public access. Installation of plexiglass barriers at all walk-up office desk/workstations.

Sequoia Elementary: Installation of plexiglass barriers at all walk-up office desk/workstations. Installation of heavy-duty PVC partitions in Isolation Rooms.

Redwood Elementary: Installation of plexiglass barriers at all walk-up office desk/workstations. Installation of heavy-duty PVC partitions in Isolation Rooms.

Richland Junior High: Installation of plexiglass barriers at all walk-up office desk/workstations. Installation of heavy-duty PVC partitions in Isolation Rooms.

Golden Oak Elementary: Installation of plexiglass barriers at all walk-up office desk/workstations. Installation of heavy-duty PVC partitions in Isolation Rooms.

Additionally, all student and teacher desks are equipped with plexiglass barriers in addition to the 6-foot distance.

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

HVAC is set at occupied mode between 6:00 am and 10:30 pm to maintain airflow.

Maintain damper flow control to meet or exceed the state standards.

Analyze circumstances where the amount of outside air needs to be minimized due to other hazards, such as poor air quality or extreme heat.

Manage the online energy management system to maintain safe and comfortable learning settings.

Set HVAC systems to maintain approximately 15% of outside fresh air.

Student/Staff occupied areas have Oxidation Cell Air-Purifier Technology (OCAPT)

- OCAPT utilizes one 5" Advanced Oxidation Cell and a 10 CFM fan to disperse oxidizers into a problem room or area 24 hours a day 7 days a week.
- OCAPT target application is any room, office, common area, or public space that has had a contamination event, or has an ongoing or persistent odor (keeps the room or area odor neutral).
- OCAPT is not an ozone generator and is designed for use in occupied spaces.
- OCAPT is effective against viruses, allergens, mold spores, and other air and surface contaminants.
- OCAPT is effective in eliminating cigarette /marijuana smoke, food/spice odors, must/mildew odors, VOCs, and all other general malodors.

Cleaning and disinfecting

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

In creating our policies and protocols, the following document was consulted and provided to employees.

https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/schools-childcare/319611_A_Six_Steps_for_Cleaning_Disinfecting_FS-1.pdf

Safety, cleaning, and disinfection protocols are part of all MOU and bargaining unit discussions.

The following occurs daily in all occupied classroom and office areas.

- Empty trash receptacles

- Vacuum carpets/mats

- Clean & disinfect highly touched areas: tables, desks, chairs, doorknobs, light switches, counters, sinks, faucets, plexiglass, etc. with appropriate solutions such as Buckeye E23, Bioesque Solution, Claire Disinfectant Spray, and disinfecting wipes.

- Refill dispensers: hand soap, paper towels, hand sanitizer, disinfecting wipes, a disinfecting solution, etc.
- Use of Victory Sprayer machines & Bioesque Botanical Disinfectant Solution in areas such as restrooms, isolation rooms, and Covid (possible) exposure areas.

The above cleaning schedule has been shared with staff and is posted in all classrooms.

Checklists are maintained in all restrooms indicating that cleaning and disinfecting has occurred hourly.

In addition to regular day custodians, additional staff is provided to each site to disinfect highly touched areas such as door handles, isolation rooms, and restrooms.

Each Wednesday the Victory Sprayer machines & Bioesque Botanical Disinfectant Solution are used in all areas. Additionally, custodians submit a school site map showing that all areas (occupied or not) have been deep cleaned and disinfected.

Custodial schedules are monitored, reviewed, and adjusted as needed based on staffing and enrollment changes to ensure adequate time for proper cleaning and disinfecting of buildings.

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

Close off areas.

Open outside doors and windows to increase air circulation in the area.

Wearing appropriate PPE, all areas used by the person who is sick, such as offices, bathrooms, busses, common areas, etc. will be cleaned and disinfected.

The space is vacuumed per CDC guidelines (see <https://www.cdc.gov/coronavirus/2019-ncov/faq.html#Cleaning-and-Disinfection>)

All vacuums are equipped with high-efficiency particulate air (HEPA) filter.

Custodians wear disposable gloves to clean and disinfect. For soft (porous) surfaces such as carpeted floors or rugs, the surface is cleaned with detergents or cleaners appropriate for use on these surfaces. After cleaning, surfaces are disinfected with an appropriate EPA-registered disinfectant.

Once an area has been appropriately disinfected, it may be opened for use.

Continue routine cleaning and disinfection. This includes everyday practices that we normally use to maintain a healthy environment.

MOT staff has been trained on the appropriate use of equipment and supplies per positions and CDC guidelines

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:

MOT staff who have been trained on appropriate use of PPE for sanitizing and cleaning. The items will be disinfected between uses by cleaning and disinfecting using appropriate chemicals and cleaning products. All staff have been trained to use various disinfecting products.

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:

have provided the following CDC recommendations to all staff and students:

Rub the gel over all the surfaces of your hands and fingers until your hands are dry.
Keep alcohol-based hand sanitizer out of your eyes.
Store alcohol-based hand sanitizer out of reach and sight of young children.
Supervise young children when they use alcohol-based hand sanitizer.

Per CDC guidelines we do not recommend the following:

Rinse or wipe off the alcohol-based hand sanitizer before it's dry; it may not work well against germs.
Use alcohol-based hand sanitizer to clean surfaces. Alcohol-based hand sanitizer is not designed to clear or disinfect surfaces.
Store alcohol-based hand sanitizer above 105°F (for example, it should not be stored in a car during the summer months).
Swallow alcohol-based hand sanitizers. Swallowing alcohol-based hand sanitizers can cause alcohol poisoning.

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.

An inventory of all PPE is maintained to ensure sufficient stock is readily available.

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:

Employees will be notified of possible exposure in the workplace as soon as possible.

A list of known free testing sites will be provided with the notification.

Employees who have been determined to have had close contact with a positive COVID-19 case will be notified and immediately quarantined for 14 days. They are also encouraged to contact HR immediately should they test or present with symptoms during the quarantine period.

If an employee chooses to test they will coordinate with their supervisor to make arrangements to test during their work hours. If the district is unable to make accommodations during working hours, compensation will be provided.

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:

Any employees should report COVID-19 symptoms to their immediate supervisor. Employees and supervisors will report to the HR department by phone or email.

Possible hazards will be reported to the Facilities, Planning & Operations Director by phone or email.

Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness are handled through an Interactive Process with the District.

- 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:

Under the guidance of CDPH and Kern County Department of Public Health, the District has implemented surveillance testing for COVID-19 on a two-month rotating schedule. The District will test 25% of staff every two weeks.

- 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.

Employees who have been determined to have had close contact with a positive COVID-19 case will be notified and will coordinate with their supervisor to make arrangements to test during their work hours. If the district is unable to make accommodations during working hours, compensation will be provided.

Surveillance testing is currently being implemented, and we are working with the Kern County Superintendent of Schools (KCSOS) office and SISC to develop a plan for onsite testing to assist in the prevention of a workplace outbreak or to support a workplace outbreak.

As we work with the KCSOS on this plan, our intent is to ensure our district's ability to implement the following in the event of a workplace outbreak.

(1) The RSD shall provide COVID-19 testing to all employees at the 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(s) under subsection (a), as applicable. COVID-19 testing shall be provided at no cost to employees during employees' working hours.

(2) COVID-19 testing shall consist of the following:

(A) Immediately, all employees in the exposed workplace shall be tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure shall not impact the duration of any quarantine period required by or orders issued by the local health department.

(B) After the first two COVID-19 tests required by subsection (b)(2)(A), employers shall provide continuous 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 this section no longer applies according to subsection (a)(2).

(C) Employers shall provide additional testing when deemed necessary by the Division through the Issuance of Order to Take Special Action, per title 8, section 332.3.

When notifying employees of exposure, RSD will maintain confidentiality.

FREE TESTING SITES

<https://www.kerncounty.com/government/covid-19-testing-sites>

- 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 complete the RSD Health & Safety Protocols training.

Health Nurses, Health aides, Site Admin, and Director of Nutrition received a 6-hour training through John Hopkins University. The training includes:

- Basics of COVID-19 (1 hour)
- Basics of Contact Tracing for COVID-19 (1 hour)
- Steps to Investigate Cases and Trace Their Contacts (1 hour)
- Ethics of Contact Tracing Technological Tools (1 hour)
- Skills for Effective Communication (1 hour)
- Final Assessment (1 hour)

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

Exclusion of COVID-19 Cases

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

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

The RSD is committed to supporting Richland Staff. Any staff member will access any emergency paid leave that is available. Staff will not be required to use their accrued personal leave for any work-related exposure or quarantine.

- Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access

It is our policy to:

COVID-19 Prevention Program

- 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.

Positive cases will be reported to SISC-Workman’s Compensation for tracking.

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.

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: Martin Rodriguez, CBO

Date: 1/07/2021

Name(s) of Employees and Authorized Employee Representative that Participated:

Elizabeth Lake, RTA President, Kenny Daniel, CSEA President, John Yanez, MOT Director, Site Admin: Monica Garza, Principal & Sandra Mord, Asst. Principal (RJH), Janean Johnson, Principal (SEQ), and Ivonne Hernandez, Principal & Diane Barnett, Asst. Principal (Redwood)

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
Outside furniture/equipment	During school hours	Students are at risk of exposure when playing on equipment or outside furniture.	Block off all play structures. Water fountains have been disabled from use. *Benches in the quad area outside of the main office not blocked off or marked for social distancing at Sequoia campus.(site admin to address).
Ensure all PPE is available to employees in all work locations	During work hours	Staff and students have potential exposure due to interaction.	PPE is available to all employees and students in all work locations. *Ensure all PPE is available to employees in all work locations at Redwood campus (site admin to address).

			*All districts provided PPE to remain in Sequoia classrooms. Must not be requested to be removed by staff (MOT to address).
Entrance/Exit/Access Gates	Student/staff arrival and dismissal time and throughout the day	Students/parents are potentially exposed due when not following ingress/egress protocol.	Entrance/Exit gates identified for student groups. Entrance/Exit maps posted at all gates for traffic control. *Gates on campus to be opened/closed to maintain traffic control at Sequoia campus (site admin to address)
Hallways	During school hours	Students and staff are potentially exposed while going to and from destination.	Directional decals are installed throughout the hallways *Small hallways on the north side of Golden Oak campus did not have pathway direction markings (site admin to address). *Pathway markings in hallway markings in hallways to be corrected at Redwood campus (site admin to address).
Office	Regular office hours	Stakeholders and employees are potentially exposed through normal interaction with each other.	Signs posted requiring masks, limiting occupancy, Plexiglas partitions, wall mounted hand-sanitizer dispenser, entry and exit protocols are in place in all office areas. *Investigate adding an additional lock to the Redwood front office main door to control office traffic from the public (MOT to address).
Isolation Room	In the event of student or staff exhibiting symptoms	Staff/students are potentially exposed	Isolation Room is equipped with cots, Plexiglas barriers, and necessary supplies to

			house persons showing symptoms. *Beds missing in Isolation rooms on all campuses. (ordered through Nurse Services).
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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**.