

COVID-19 Prevention Program (CPP)

Lakeside Joint School District

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

Date: 2/26/2021

Authority and Responsibility

Dr. Sean Joyce, Superintendent of Lakeside Joint School District 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.

As part of our Returning to Lakeside School Task Force, team members identified workplace hazards including areas where employees may congregate such as: meetings, entrances/exits, restrooms, hallways, aisles, walkways, break or eating areas, cool-down areas, parking lot, playground, Community Center, and waiting areas.

In addition, the team identified areas of potential workplace exposure for staff, and to all who may enter the workplace including: members of the Lakeside School community, general public, and independent contractors. We considered ingress, egress, office, gathering areas (e.g., playground and lunch areas) and workspaces.

Employee Participation

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

Through a multi-layered approach, all employees were involved in the identification and evaluation of COVID-19 hazards, and participated in designing solutions and solving problems. The Administrative team held weekly meetings every Monday morning to review and update the conditions and progress toward safe working conditions on site and the process of returning students and staff safely back to in-person teaching and learning. The Lakeside Teachers Association meet at least once a month with Administration and at times more frequently. The Instructional staff met at least twice monthly with the Administrative team to design the conditions under which the staff would be able to safely return to on-site teaching and learning. By early October, with the instructional and administrative staff represented on the Return to Lakeside School Task Force, the Task Force completed its Action Plan describing the process and conditions for the safe return of students and staff in its Return to Lakeside School Report to the Board of Trustees.

All employees are responsible for using safe work practices, for following all directives, policies and procedures and for assisting in maintaining a safe work environment. Our Principal will share the CPP with all staff and provide an opportunity at staff meetings to ask questions and provide support. Employees can participate in identification and evaluation of COVID-19 hazards by sharing their concerns with the Principal and/or the LTA representatives. Staff may share their concerns using a Google Form: Identification of a COVID-19 Hazard. This information is shared during regular Admin Team meetings, staff meetings and memorialized as an FAQ published as part of the Google Form: Staff FAQ

Employee Screening

We screen our employees by:

Daily taking employee temperatures using a non-touch thermometer and requiring employees to complete a questionnaire regarding exposure and symptoms. All involved parties are required to wear face masks at all times, including the temperature read and completion of the questionnaire. Writing utensils are sanitized after each use. All staff complete a health questionnaire in accordance with CDPH and SCCPHD guidelines (SEE EXHIBIT F- HEALTH SCREENING) upon arriving at school. In order to prevent the spread of infection, all employees who have signs/symptoms of COVID-19 are advised to stay home until they are symptom free and/or until they have a negative test for COVID-19. Additionally, until on-site COVID-19 testing begins on the Lakeside campus, all personnel are encouraged to regularly access the SCCOE free COVID-19 testing (or their own preferred location/method) to ensure their own health and safety as well as all other Lakeside personnel and students accessing the Lakeside School facilities.

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:

Any new issues will be identified during custodial inspection and daily observations by staff across campus. These issues will be recorded and reported to the Principal and Facilities Manager via the COVID-19 Inspection Form and or internal documentation. Severity of issue will be determined and corrective action will be assigned and prioritized in a timely manner based on severity of issue or concern. School site issues will be corrected in 24-72 hours in order of priority. Follow up inspections of the area or issue will be done by the Facilities Manager and or Principal to determine the issue has been resolved /corrected and staff will be notified.

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:

Mandating the objective of physical distancing is for the purpose of reducing the likelihood of contact that may lead to transmission and has been a widely used strategy during the pandemic.

All staff must practice 6 feet physical distancing at all times while on campus.

Physical distancing will be a primary method used for implementing the in-person teaching and learning for all grade levels. Floor markers are placed throughout the inside and outside of the office, Community Center, and classroom buildings reminding everyone to maintain at least six feet distance from other people. Visitors are required to make appointments to visit, and are required to first stop at the front office. No volunteers will be allowed while COVID-19 is still active in the community. Currently, if teaching staff have sufficient internet connection, they are able to work remotely to conduct online learning. All employees who are required to be present in the office have work spaces that are at least six feet apart. Use of the staff room requires staggered break times.

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 current State guidelines require the use of face coverings. As long as this is the guideline, all staff and students will be expected to comply with face coverings. Per the Santa Clara County Public Health Department, a good face mask has at least two layers of material and fits snugly over your nose, mouth, and chin. The following masks are NOT recommended:

- * Neck gaiters (too loose or too thin)
- * Masks with valves (allow unfiltered air to escape)
- * Face shields without also wearing a face mask

Lakeside School will make available to all personnel, non-medical disposable masks, a reusable cloth mask and face shields for the purposes of ensuring proper face coverings of all personnel on site during the school day.

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:

Our main office has had a ceiling-to-counter-top acrylic/plexiglass shield/barrier designed and installed to separate the office waiting area from the office work spaces of the staff. Lakeside School has also purchased 6 plexiglass study "carrels" to be used as safety barriers between medically fragile students and/or staff from others while working in the classroom or diagnostic settings as needed.

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

All Lakeside School HVAC and ventilation systems have been evaluated by a licensed commissioning contractor to ensure proper air circulation in every building on campus, as set by Public Health. The HVAC set points will ensure maximum

fresh air flow into each classroom and office space. High-efficiency MERV-13 air filters, as per manufacturer's recommendations, will be installed and replaced frequently. Whenever possible, students and staff will spend instructional time outdoors in designated spaces for classroom activities. We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

- Opening doors and windows.
- Utilizing HVAC Economizing Systems.
- The exception being in such circumstances where the amount of outside air needs to be minimized due to other hazards, such as heat and wildfire smoke, obviously reduces the school's ability to maximize fresh/outdoor air into classrooms.
- Outside air is increased and managed using LJSJ's energy management system.
- Increasing filtration efficiency to the highest level compatible with the existing ventilation system.

Cleaning and disinfecting

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

Lakeside will clean and sanitize all classrooms, work spaces, common areas, and the Community Center daily. Cleaning involves wiping down high-touch surfaces to remove surface contaminants. This process "removes" germs and dirt from surfaces, but does not "kill" germs. Sanitizing lowers the number of germs on surfaces by physically removing or killing germs. Lakeside uses a high-grade electro-static sprayer with an EPA approved sanitizing product for use against COVID-19.

Spray disinfectant and paper towels are available for each classroom and office space in order to regularly disinfect (at least daily) frequently touched hard surfaces pursuant to public health guidance: Tables, Desks, Chairs, Door handles, Light switches, Phones, Copy and Fax machines, Bathroom surfaces (toilets, countertops, faucets).

Hand sanitizer are available outside of the bathrooms.

At the end of each day, staff will sanitize all used rooms and buildings as well as restrooms using cleaning measures indicated by public health.

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

Isolate all areas used or visited by the "positive case" before cleaning and disinfection.

- Clean and disinfect all areas used or visited by the "positive case" including offices, hallways, classrooms, and restrooms.
- Frequently touched areas such as door handles, switches, handrails, desks and tables, chairs, office equipment, etc. will be cleaned and disinfected.

COVID-19 Prevention Program.

- We will use disinfecting products approved for use against COVID-19 on the Environmental Protection Agency (EPA) List N: Disinfectants for Use Against SARS-CoV-2, and follow product instructions.

- Reduce the risk of asthma-related disinfecting by aiming to select disinfectant products on the EPA List N with asthma-safer ingredients (i.e., hydrogen peroxide, citric acid, or lactic acid).
- Avoid products that mix the above ingredients with peroxyacetic acid, sodium hypochlorite (bleach), or quaternary ammonium compounds, which can cause asthma.
- Use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times.

This will be accomplished by using the “Steps to Take In Response to Confirmed or Suspected COVID-19 Cases and Close Contact” document published by the Santa Clara County Department of Health. This is attached as Appendix B. School administration will utilize the identified isolation room or area to separate anyone who exhibits COVID-19 symptoms. Any students or staff exhibiting symptoms will immediately be required to wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable.

School administrators will notify the County of Santa Clara Public Health Department within four hours of learning of any positive COVID-19 case via the Education Reporting Portal at www.sccgov.org/schools.

Shared tools, equipment and personal protective equipment (PPE)

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

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

Personal Protective Equipment must not be shared, e.g., gloves, goggles and face shields. Staff is provided with PPE and can ask for additional supplies as needed. 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 an appropriate cleaning process. High touch items will be cleaned daily by custodial staff. All other shared items will have disinfecting wipes or hand sanitizing available for staff to utilize before and after.

The sharing of vehicles, which seldom occurs under normal circumstances in LJS, is strongly discouraged, and high-touch points (for example, steering wheel, door handles, seat belt buckles, armrests, shifter, etc.) will be disinfected between users by providing employees with the materials and training to do it themselves.

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:

COVID-19 and other respiratory viruses are almost exclusively spread by respiratory droplet transmission. As a result, and because virus shedding may occur prior to symptom onset or in the absence of symptoms, routine, frequent and proper hand hygiene (soap and water or hand sanitizer) is critical to limit transmission. Hand hygiene is one of the most effective strategies to prevent the spread of most respiratory viruses including the coronavirus, particularly during the pre-symptomatic phase of the illness.

Four additional hand washing stations have been installed throughout the school campus to allow each classroom of students to have their own designated hand washing station.

Students and staff will wash or sanitize hands at the beginning of the day, prior to and after eating snacks/meals, after using the restroom, after recess and upon entering and leaving the classroom/office etc.

Students and staff will be taught about respiratory etiquette; students and staff who have any symptoms of illness will stay home. All will be reminded to sneeze or cough into their elbow/ sleeve, even while wearing a face covering.

There will be age-appropriate signage placed throughout the school to remind students to wash or sanitize hands.

All students will have access to hand sanitizer and/or sinks with soap throughout the day and will have frequent reminders to wash or sanitize their hands.

Liquid soap and hand sanitizer will be replenished and paper towels available for drying at all hand washing stations and restrooms.

Hand washing stations (four additional stations have been installed outside prior to the return to campus) and hand sanitizer dispensers will be placed throughout the campus to facilitate hand washing.

Disinfecting wipes will be included in all classrooms and public spaces to facilitate high-touch surface cleaning.

Students will be instructed to use restrooms one-at-a-time, knocking and waiting outside of the restroom for their turn to use the restroom.

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:

District/School administrators will notify the County of Santa Clara Public Health Department within four hours of learning of any positive COVID-19 case via the Education Reporting Portal at www.sccgov.org/schools. Anyone required to quarantine will be Provided with Santa Clara County Department of Public Health Isolation and Quarantine guidelines. Symptomatic individuals who test positive for COVID-19 can return at least 10 days since symptoms first appeared AND at least 24 hours with no fever AND improvement in other symptoms. Asymptomatic individuals who test positive for COVID-19 can return 10 days after their positive test result was collected.

Close contacts will be sent home immediately and instructed to quarantine at home for 10 days from the last exposure and be tested in accordance with Public Health Department recommendations.

- o Symptomatic individuals, who are not close-contacts and who test negative for COVID-19 can return 24 hours after resolution of fever (if any) and improvement in symptoms.
- o Documentation of a negative test result should be provided to school administrators.
- o In lieu of a negative test result, students and staff will be allowed to return to school with a medical note by a physician that provides an alternative explanation for symptoms and reason for not ordering COVID-19 testing.
- o Individuals who are close contacts to confirmed COVID-19 cases, who test negative at least 7 days after exposure, and remain asymptomatic, can return 10 days after the date of last exposure to the case. If a close contact continues to be exposed to a case during their isolation (e.g. household member), quarantine ends 14 days after the case's isolation period ends.

All Lakeside School and District employees will be required to participate in a free (to employees) COVID-19 test every two weeks. The District has contracted with Curative and Valencia/COLOR Labs to provide this FDA approved PCR testing process. LUSD is also negotiating with Curative and Valencia/COLOR labs regarding the possibility of testing Lakeside students and family members (paid through their insurance company at ~\$100/test).

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 exhibit COVID-19 symptoms, or observe someone who exhibits COVID-19 symptoms should contact either the Superintendent, Dr. Sean Joyce or school Principal, Shama Marshall immediately. Communications should be done in the most expedient manner, whether in-person, via phone call or e-mail. Staff members will utilize the "COVID Notification Procedures" document (Appendix D) to determine what actions are needed when they experience symptoms, are exposed or diagnosed with COVID.

- 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:

Policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness are outlined in the bargaining group MOU.

* Routine testing will be provided at Lakeside School based on state testing guidelines.

* In the event of a workplace exposure or outbreak, on-site COVID testing will be provided.

- 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.

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.

- 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.

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, in Appendix B.

Any new issues will be identified during custodial inspection and daily observations by staff across campus. These issues will be recorded and reported to the Principal and Facilities Manager via the COVID-19 Inspection Form and or internal documentation. Severity of issue will be determined and corrective action will be assigned and prioritized in a timely manner based on severity of issue or concern. School site issues will be corrected in 24-72 hours in order of priority. Follow up inspections of the area or issue will be done by the Facilities Manager and or Principal to determine the issue has been resolved /corrected and staff will be notified.

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.

Specific staff training has been developed both by the Lakeside Administration as well as Keenan Safeschools training (10 separate online courses, totalling five hours of training) to provide appropriate and updated information regarding maintaining a safe and healthy school learning environment for all students and adult personnel.

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
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- 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 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.

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: Dr. Sean Joyce, Ms. Shama Marshall, Mr. Cody Franks

Date: Monthly walkthroughs of facility, beginning in October 2020

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

Mr. Cody Franks and Mr. Steven Bourque

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
Teacher Workroom, Staff Break room, Restrooms, Main Office, classrooms, use of copier machines and other related equipment, the staff kitchen.	Throughout the work day.	mitigated through the adherence to the guidelines, directives, and restriction of Public Health.	All of the above

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
Ms. Shama Marshall	
Ms. Nancy Heymann	
Ms. Cari Forbord	
Ms. Heather Wingfield	
Ms. Nan Wojcik	
Ms. Cheryl Ruyle	
Ms. Cheyenne Sharkey	
Ms. Kajsa Byrne	
Ms. Marcia Williams	
Mr. Steven Bourque	

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.

