

COVID-19 Prevention Program (CPP)

Palo Verde Unified School District

This CPP is designed to control employees' exposures to the SARS-CoV-2 virus (severe acute respiratory syndrome coronavirus 2) that causes COVID-19 (Coronavirus Disease 2019) that may occur in our workplace.

Date: September 20, 2022

Authority and Responsibility

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

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

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the Appendix A: Identification of COVID-19 Hazards form.
 - Document the vaccination status of our employees by using Appendix E: Documentation of Employee COVID-19 Vaccination Status, which is maintained as a confidential medical record.
 - Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
 - Develop COVID-19 policies and procedures to respond effectively and immediately to individuals at the workplace who are a COVID-19 case to prevent or reduce the risk of transmission in the 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 and evaluate unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

COVID-19 Prevention in Employer-Provided Transportation

When two or more PVUSD employees share transportation between work sites, the following COVID-19 preventions will be in place:

- *Employees will stay three or more feet apart.
- *Vehicles windows will remain open.

Testing of students and staff

Symptomatic and response testing:

The District has contracted with Primary Health through CDPH to provide free on-site student and staff COVID-19 testing. Our nurse and LVNs have been trained to provide testing as an option/choice for staff and students. Staff members and students may also test at any appropriate testing sites that offer Public Health approved COVID-19 tests. These tests are at no cost to the employees and students/families.

Free community testing locations are available:

Free PCR 48-hour testing is available at the Doris Morgan Community Center, 445 N. Broadway, Monday - Friday, 7:30 a.m. - 4:30 p.m.

Vaccinations

PVUSD holds regular COVID-19 vaccine clinics at the District that supports students, staff, and community members with vaccination opportunities and access.

PVUSD works closely with Riverside County Public health in coordinating updated Public Health practices and COVID-19 testing.

PVUSD partners with families of students with disabilities to ensure that appropriate accommodations are provided, especially in regards to health and safety needs. The Special Education Department contact number is 760-922-4164, extension 1242.

Employee Participation

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

The Superintendent meets with all District employee association leadership in Round Table sessions to review, collaborate, and give input to the safety plan. District administration trains all staff to mitigate COVID-19 hazards and routinely gets input on how to continuously increase and respond to safety practices.

Employee Screening

We screen our employees and respond to those with COVID-19 symptoms by:

PVUSD employees conduct a daily self-screening. They must review daily the self-screening questions before reporting to work:

Do I have:

- *A fever of 100.4 or higher
- *A new cough that cannot be attributed to another health condition
- *Shortness of breath that cannot be attributed to another health condition
- *Chills
- *A sore throat that cannot be attributed to another health condition
- *Muscle aches that cannot be attributed to another health condition or specific activity such as physical exercise

*A loss of taste or smell

*A positive test for COVID-19 within the last 10 days

*Close contact (within about 6 feet for 15 minutes or more within 24 hours) with someone suspected or confirmed to have COVID-19 in the past 48 hours, if not fully vaccinated.

If a PVUSD employee answers yes to any of the screening questions before reporting to work, they must not report to work and must contact their immediate supervisor.

If a PVUSD employee reports COVID-19 symptoms upon arrival to work, they will immediately leave their work site and contact their immediate supervisor.

If a PVUSD employee is unable to check their temperature at home, they will check their temperature immediately with a non-contact thermometer when reporting to their worksite.

We screen our employees by having all PVUSD employees self-screen according to California Department of Public Health (CDPH) guidelines.

Screening at home:

*Students and staff are required to self-screen for symptoms such as cough, shortness of breath, runny nose and fever at home before coming to school.

*Anyone with a fever of 100.4°F or more should not go to a school site. Those experiencing symptoms including persistent cough, shortness of breath, or runny nose should not attend school, even if no fever is present. Staff members are required to self-screen and complete a daily temperature check prior to entering any PVUSD site.

Full listing of COVID-19 symptoms from the COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year (January 14, 2021):

* Fever or chills

* Cough

* Shortness of breath or difficulty breathing

* Fatigue

* Muscle or body aches

* Headache

* New loss of taste or smell

* Sore throat

* Congestion or runny nose

* Nausea or vomiting

* Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.

Students and staff with a temperature of 100.4°F or higher will not be admitted and shall be sent home.

Symptoms at school:

*Each school site will identify an isolation room or area to separate anyone who exhibits one or more COVID-19 while at school.

*Staff and students should self-monitor throughout the day for signs of illness: staff should observe students for signs of illness to support students who are less able to self-monitor or less likely to self-report.

*If a student is exhibiting one or more symptoms of COVID-19, staff should communicate with the parent/caregiver and refer to the student's health history form and/or emergency card.

*Any students exhibiting one or more symptoms should be required to wait in the previously identified isolation area until they can be transported home or to a healthcare facility, as soon as practicable.

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:

The severity of the hazard will be assessed and correction time frames assigned, accordingly.

District administrators will evaluate their work location departments routinely to quickly address and correct any work location hazards.

Individuals are identified as being responsible for timely correction.

The District will continue to regularly train all staff on the COVID-19 Prevention Plan, monitor staff safety practices, identify any staff member not following safety practices, and directly reteach and correct with the individual staff member so that safety practices are followed by all employees.

Follow-up measures are taken to ensure timely correction.

District administration will monitor all staff and in particular any staff needing reteaching and correction to ensure all staff members are complying with the COVID-19 safety measures and practices.

Controls of COVID-19 Hazards

Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees who choose to wear them, and where required by orders from the California Department of Public Health (CDPH).

All employees and students will follow all state, county, and local mandates/ guidelines.

Per the revised Emergency Temporary Standards (ETS), the following are acceptable face coverings: a surgical mask, medical procedure mask, respirator worn voluntarily, or a tightly-woven fabric or non-woven material of at least two layers that completely covers the nose and mouth and is secured with ties, ear loops, or elastic bands that go behind the head.

CDPH strongly recommends masking to prevent outbreaks.

- The District provides all employees with face coverings upon request.
- For employees who request it, PVUSD will provide the employee with N95 or KN95 masks, fitted through local health professionals, or with respirators.
- The District will ensure that students, teachers, and staff are aware of the correct use of masks, including wearing masks over the nose and mouth and secured around the face.
- The District will ensure that students, teachers, and staff are aware that they should wash or sanitize their hands using a hand sanitizer that contains at least 60% alcohol before putting on a mask.
- The District will ensure that students, teachers, and staff are aware that they should not touch their masks while wearing them and, if they do, they should wash their hands before and after with soap and water or sanitize their hands using a hand sanitizer that contains at least 60% alcohol.
- The District will ensure that all students and staff are aware that they should never share or swap masks.
- The District will ensure that teachers and staff are aware that they should wash or sanitize their hands before and after helping a student put on or adjust a mask.

If under a CDPH mask mandate, any persons with a medical condition, mental health condition, or disability that prevents wearing a mask as well as persons who are hearing impaired are exempt from mask requirements. Assessing for exemption due to a medical condition, mental health condition, disability that prevents wearing a mask, or hearing impairment is a medical determination and therefore must be made by a physician, nurse practitioner, or other licensed medical professional practicing under the license of a physician. Self-attestation and parental attestation for mask exemptions due to the aforementioned conditions do not constitute medical determinations. Additionally, per CDPH, persons exempted from wearing a face covering due to a medical condition must wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it. Those who are exempted from wearing a face covering and cannot wear a non-restrictive alternative must be tested at least weekly for COVID-19.

Specific tasks that cannot be feasibly performed with a face covering, as mentioned below, could include: dining, water activities, and high intensity activities.

Protocol---Mask Option

All students and staff will be treated with respect and sensitivity regarding their choice of masking.

- Students will be informed, educated and counseled regarding choices and available options.
- Parents/guardians of students will be notified of mask choices and available options.

Employees required by CDPH to wear face coverings in our workplace may remove them under the following conditions:

- When an employee is alone in a room or a vehicle.
- While eating or 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 feasible.
- When employees are required to wear respirators in accordance with our respirator program that meets section 5144 requirements.
- When required by CDPH, 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. Such employees will wear an effective, non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition permits it. If their condition does not permit it, then the employee will be tested at least weekly for COVID-19.
- Specific tasks that cannot feasibly be performed with a face covering. This exception is limited to the time in which such tasks are being performed.

Any employee not wearing a required face covering will be tested at least weekly for COVID-19.

We will not prevent any employee from wearing a face covering when it is not required unless it would create a safety hazard, such as interfering with the safe operation of equipment.

Face coverings will also be provided to any employee that requests one, regardless of their vaccination status.

Engineering controls

For indoor locations, using Appendix B, we identify and evaluate how to maximize, to the extent feasible, ventilation with outdoor air using the highest filtration efficiency compatible with our existing ventilation system, and whether the use of portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems, would reduce the risk of transmission by:

EPA-approved HEPA air purifiers have been provided to all classrooms.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

The District Safety Team has evaluated all facilities for hand washing capability and increased additional hand washing/sanitizing stations where needed. The District mandates and has trained all staff on effective hand washing and hand sanitizing techniques and allows time for all employees to practice frequent hand washing/sanitization. Hand washing reminder posters are displayed in all District restrooms. The District uses hand sanitizers sanctioned by EPA and CDC.

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.

Upon request, we provide respirators for voluntary use to all employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person.

We provide and ensure use of respirators in compliance with section 5144 when deemed necessary by Cal/OSHA.

We also provide and ensure use of eye and respiratory protection when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

Testing of symptomatic employees

We make COVID-19 testing available at no cost to all employees who had close contact in the workplace and have COVID-19 symptoms, during employees' paid time.

Investigating and Responding to COVID-19 Cases

We have developed effective procedures to investigate COVID-19 cases that include seeking information from our employees regarding COVID-19 cases, close contacts, test results, and onset of symptoms. This is accomplished by using the Appendix C: Investigating COVID-19 Cases form.

We also ensure the following is implemented:

1. Positive Cases regardless of Vaccination Status:

a. Fever- Isolate.

COVID-19 Prevention Program

Test Day 5 or later. Return to work Day 6 if negative and if fever is resolved.

No test: Return to work Day 11 if fever is resolved.

b. Symptoms other than fever that are not resolving.

Test Day 5 or later. Return to work Day 6 if negative and if symptoms resolving.

No test: Return to work Day 11 if symptoms resolving.

c. Symptoms other than fever that are resolving.

Test Day 5 or later. Return to work Day 6 if negative.

No test: Return to work Day 11.

d. No symptoms.

Test Day 5 or later. Return to work Day 6 if negative.

No test: Return to work Day 11.

2. Exposures- regardless of vaccination status

a. Symptoms:

Test Day 5 or later. For return-to-work purposes, COVID-19 tests may be self-monitored and self-read only if another means of independent verification of results can be provided (for example, a time-stamped photo of the employee's results). Return to work Day 6 if negative.

No test: Return to work Day 11 if symptoms resolved for at least 24 hours.

b. No symptoms:

Test Day 5 or later. Recommend wearing a well-fitting mask around other for a total of 10 days, especially in indoor settings and when near those at higher risk for severe COVID-19 disease.

Strongly encourage to get vaccinated or boosted.

If symptoms develop, test and stay home.

Employees who have recently recovered from COVID-19 are not required to be excluded from the work place after close contact but are encouraged to wear a face covering for 14 calendar days following the last date of contact.

For return-to-work purposes, COVID-19 tests may be self-monitored and self-read only if another means of independent verification of results can be provided (for example, a time-stamped photo of the employee's results)

The District provides the employee with information on what quarantine means and where they can be tested.

The District follows up with the quarantined person to provide support and check on symptoms, if any.

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 are to report COVID-19 symptoms to their immediate supervisor via phone, text, or email. If they are unable to contact their supervisor, they are to contact the Personnel Department.

Employees are to report possible hazards to their immediate supervisor via email, text, or phone. If the possible hazard exposes self or others to imminent danger, employees are to phone their immediate supervisor. If the immediate supervisor is not available, the employee is to notify the District Office.

- That employees can report symptoms and hazards without fear of reprisal.
- How employees with medical or other conditions that put them at increased risk of severe COVID-19 illness can request accommodations.
- Access to COVID-19 testing when testing is required:

Testing of students and staff

Symptomatic and response testing:

The District has contracted with Primary Health through CDPH to provide free on-site student and staff COVID-19 testing. Our nurse and LVNs have been trained to provide testing as an option/choice for staff and students. Staff members and students may also test at any appropriate testing sites that offer Public Health approved COVID-19 tests. These tests are at no cost to the employees and students/families.

Free community testing locations are available:

Free PCR 48-hour testing is available at the Doris Morgan Community Center, 445 N. Broadway, Monday - Friday, 7:30 a.m. - 4:30 p.m.

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

The District consults with The Local Health Officer, through Riverside Public Health, to determine current current disease levels and control measures in the County and locally. The District also collaborates with Riverside County Office of Education and other District in Riverside County. The District accesses state technical assistance resources as needed through the Safe Schools for All Hub. The District regularly reviews updated guidance from state agencies, including the California Department of Public Health and the California Department of Education.

If there is a staff member with COVID-19 symptoms, the site will:

- *Send the staff member home if they are at work.
- *Recommend testing.
- *The school / classroom / work site remains open.
- *No communication is needed with the school community.

If there is a staff member who has been exposed to a confirmed COVID-19 case:

Follow CDPH and RUHS protocol for exclusion/ quarantining.

- *Recommend testing 5 days from last exposure.
- *School/classroom/work site remains open.

*Notify the school community of a known exposure. No action is needed if the exposure did not happen in the school or work site setting.

If there is a confirmed COVID-19 case infection:

*Notify the Local Health Department.

*Exclude from school or the work site the staff member with a confirmed case of COVID-19, following the CDPH and RUHS isolation protocols.

*Identify school contacts, inform the Local Health Department, and exclude staff contacts from school or work following the CDPH and RUHS isolation protocols.

*Recommend testing asymptomatic contacts 5 days from last exposure.

*The school remains open.

*Notify the school community of a known case.

*Notify persons with potential exposure if the known case was present in school or at the work site while contagious.

If a symptomatic person tests negative or a health care provider has provided documentation that the symptoms are typical of their underlying chronic condition:

*May return to school after 24 hours have passed without fever and symptoms have started improving.

*School/classroom/work site remains open.

*Consider school community notification if prior awareness of testing.

PVUSD consistently analyzes its work location activities. If a COVID-19 hazard arises, the appropriate employees affected will be contacted by their supervisor or by the Personnel Department.

The District and Site maintains communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures.

PVUSD sought public comments in the development of its plan and took those comments into account in the development of its plan through our COVID-19 Stakeholder Task Force, our COVID-19 action planning sessions and employee association leadership. Educational partners continue to be engaged in meaningful consultation including students, families, school and district administrators, Special Education administrators, teachers, principals, employee associations, ELAC and DELAC, classified and certificated support staff.

PVUSD provided the public the opportunity for input and to take the input into account in the development of its plan through various LCAP meetings which supported this plan as well as the development of the LCAP for PVUSD.

The COVID-19 Prevention Program (CPP) and the PVUSD School Reopening Plan, LEA Plan for Safe Return to In-Person Instruction and Continuity of Services will be available in English and Spanish on our district website and upon request.

Training and Instruction

We will provide effective training and instruction that includes:

COVID-19 Prevention Program

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards, and how to participate in the identification and evaluation of COVID-19 hazards.
- Information regarding COVID-19-related benefits (including mandated sick and vaccination leave) 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.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19 and are most effective when used in combination.
- The right of employees that are not fully vaccinated to request a respirator for voluntary use, without fear of retaliation, and our policies for providing the respirators. Employees voluntarily using respirators will be trained according to section 5144(c)(2) requirements:
 - How to properly wear them.
 - How to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair can interfere with a seal.
- 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. Since COVID-19 is an airborne disease, N95s and more protective respirators protect the users from airborne disease, while face coverings primarily protect people around the user.
 - The conditions where face coverings must be worn at the workplace.
 - That face coverings are additionally recommended outdoors for people who are not fully vaccinated if six feet of distance cannot be maintained.
 - Employees can request face coverings and can wear them at work regardless of vaccination status and without fear of retaliation.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Information on our COVID-19 policies and how to access COVID-19 testing and vaccination, and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.

PVUSD will train all staff on this plan and will review the plan with staff regularly.

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 that had a close contact from the workplace until our return-to-work criteria have been met, with the following exceptions:
 - Employees who were fully vaccinated before the close contact and who do not develop COVID-19 symptoms, provided they wear a face covering and maintain six feet of physical distance from others in

the workplace for 14 days following the last date of close contact.

- COVID-19 cases who returned to work per our return-to-work criteria and have remained free of COVID-19 symptoms do not need to be excluded from the workplace for 90 days after the initial onset of COVID-19 symptoms, provided they wear a face covering and maintain six feet of distance from others in the workplace for 14 days following the last date of close contact.
- COVID-19 cases who returned to work per our return-to-work criteria who never developed COVID-19 symptoms do not need to be excluded from the workplace for 90 days after the first positive test, provided they wear a face covering and maintain six feet of distance from others in the workplace for 14 days following the last date of close contact.
- If we do not exclude an employee who had a close contact as permitted by the above three exceptions, we will provide the employee with information about any applicable precautions recommended by CDPH for individuals with close contact.
- For employees excluded from work, continuing, and maintaining employees' earnings, wages, seniority, and all other employees' rights and benefits. This will be accomplished by

PVUSD will follow current Ed Code and legal requirements as it relates to employee rights and benefits.

- 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 and outbreaks at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with 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.

Return-to-Work Criteria

- **COVID-19 cases with symptoms** will not return to work until all the following have occurred:
 - At least 24 hours have passed since a fever of 100.4 °F. or higher has resolved without the use of fever-reducing medications, and
 - COVID-19 symptoms have improved, and
 - At least 10 days have passed since COVID-19 symptoms first appeared.
- **COVID-19 cases who tested positive but never developed 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 once the requirements for "cases with symptoms" or "cases who tested positive but never developed symptoms" (above) have been met.
- Persons who had a close contact may return to work as follows:

- Close contact but never developed symptoms: after 14 days have passed since the last known close contact unless either of the following exceptions apply:
 - Ten days have passed since the last known close contact and the person wears a face covering and maintains six feet of physical distance from others while at the workplace for 14 days following the last date of close contact.
 - Seven days have passed since the last known close contact; the person tested negative for COVID-19 using a COVID-19 test with the specimen taken at least five days after the last known close contact; and the person wears a face covering and maintains six feet of physical distance from others while at the workplace for 14 days following the last date of close contact.
- Close contact with symptoms: when the “COVID-19 cases with symptoms” criteria (above) have been met.
- If an order to isolate, quarantine, or exclude 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.

Superintendent

September 20, 20

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, trainings, 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 stationary work.

Person Conducting the Evaluation:

Date:

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

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation

Appendix B: COVID-19 Inspections

Date:

Name of Person Conducting the Inspection:

Work Location Evaluated:

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

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Administrative			
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			

*Identify and evaluate how to maximize ventilation with outdoor air; the highest level of filtration efficiency compatible with the existing ventilation system; and whether the use of portable or mounted HEPA filtration units, or other air cleaning systems, would reduce the risk of COVID-19 transmission. Review applicable orders and guidance from the State of California and local health departments related to COVID-19 hazards and prevention have been reviewed, including the CDPH Interim Guidance for Ventilation, Filtrations, and Air Quality in Indoor Environments and information specific to your industry, location, and operations. We maximize the quantity of outside air provided to the extent

feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or if opening windows or maximizing outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.

Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or persons with COVID-19 symptoms, and any employee required medical records will be kept confidential unless disclosure is required or permitted by law. Un-redacted information on COVID-19 cases will be provided to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH) immediately upon request, and when required by law.

Date:

Name of Person Conducting the Investigation:

Name of COVID-19 case (employee or non-employee*) and contact information:		Occupation (if non-employee, why they were in the workplace):	
Names of employees/representatives involved in the investigation:		Date investigation was initiated:	
Locations where the COVID-19 case was present in the workplace during the high-risk exposure period, and activities being performed:		Date and time the COVID-19 case was last present and excluded from the workplace:	
Date of the positive or negative test and/or diagnosis:		Date the case first had one or more COVID-19 symptoms, if any:	
Information received regarding COVID-19 test results and onset of symptoms (attach documentation):			

Summary determination of who may have had a close contact with the COVID-19 case during the high-risk exposure period. Attach additional information, including:

- The names of those found to be in close contact.
- Their vaccination status.
- When testing was offered, including the results and the names of those that were exempt from testing because:
 - They returned to work per our return-to-work criteria and have remained symptom free for 90 days (or a different period than 90 days if it is required by a CDPH regulation or order) or, for those that never developed symptoms, for 90 days (or a different period than 90 days if it is required by a CDPH regulation or order) after the initial positive test.
- The names of those close contacts that were excluded per our Exclusion of COVID-19 Cases and Employees who had a Close Contact requirements.
- The names of those close contacts exempt from exclusion requirements because:
 - They were fully vaccinated before the close contact and did not develop COVID-19 symptoms, and are required to wear a face covering and maintain six feet of distance from others at the workplace for 14 days following

the last date of close contact.

- They returned to work per our return-to-work criteria and have remained symptom free, and are required to wear a face covering and maintain six feet of physical distance from others at the workplace for 14 days following the last date of close contact.
- They never developed symptoms and are required to wear a face covering and maintain six feet of physical distance from others at the workplace for 14 days following the last date of close contact.

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

Appendix E: Documentation of Employee COVID-19 Vaccination Status - CONFIDENTIAL

Employee Name	Fully or Partially Vaccinated	Method of Documentation

1. Update, accordingly and maintain as confidential medical record. T8CCR section 3205(b)(9) definition of “fully vaccinated” will be applied.

2. Acceptable options include:

- Employees provide proof of vaccination (vaccine card, image of vaccine card or health care document showing vaccination status) and employer maintains a copy.
- Employees provide proof of vaccination. The employer maintains a record of the employees who presented proof, but not the vaccine record itself.
- Employees self-attest to vaccination status and employer maintains a record of who self-attests.

Additional Consideration #1

Multiple COVID-19 Infections and COVID-19 Outbreaks

This addendum will stay in effect until there are no new COVID-19 cases detected in the exposed group for a 14-day period.

COVID-19 testing

We provide COVID-19 testing at no cost to all employees, during paid time, in our exposed group except for:

- Employees who were not present during the relevant 14-day period.
- COVID-19 cases who did not develop symptoms after returning to work pursuant to our return-to-work criteria, no testing is required for 90 days after the initial onset of symptoms or, for COVID-19 cases who never developed symptoms, 90 days after the first positive test.

COVID-19 testing consists of the following:

- All employees in our exposed group are immediately tested and then again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine, isolation, or exclusion period required by, or orders issued by, the local health department.
- After the first two COVID-19 tests, we continue to provide COVID-19 testing once a week of employees in the exposed group who remain at the workplace, 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 provide additional testing when deemed necessary by Cal/OSHA.

We continue to comply with the applicable elements of our CPP, as well as the following:

1. Employees in the exposed group wear face coverings when indoors, or when outdoors and less than six feet apart (unless one of the face-covering exceptions indicated in our CPP apply).
2. We give notice to employees in the exposed group of their right to request a respirator for voluntary use if they are not fully vaccinated.
3. We evaluate whether to implement physical distancing of at least six feet between persons, or where six feet of physical distancing is not feasible, the need for use of cleanable solid partitions of sufficient size to reduce COVID-19 transmission.

COVID-19 investigation, review and hazard correction

We 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 is documented and includes:

- 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.

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, 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, if so, implement their use to the degree feasible.

Additional Consideration #2

Major COVID-19 Outbreaks

This addendum will stay in effect until there are fewer than three COVID-19 cases detected in our exposed group for a 14-day period.

We continue to comply with the Multiple COVID-19 Infections and COVID-19 Outbreaks addendum, except that the COVID-19 testing, regardless of vaccination status, will be required of all employees in the exposed group twice a week, or more frequently if recommended by the local health department.

In addition to complying with our CPP and Multiple COVID-19 Infections and COVID-19 Outbreaks addendum, we also:

- Provide employees in the exposed group with respirators for voluntary use in compliance with section 5144(c)(2) and determine the need for a respiratory protection program or changes to an existing respiratory protection program under section 5144 to address COVID-19 hazards.
 - Separate by six feet (except where we can demonstrate that six feet of separation is not feasible and there is momentary exposure while persons are in movement) any employees in the exposed group who are not wearing respirators required by us and used in compliance with section 5144. When it is not feasible to maintain a distance of at least six feet, individuals are as far apart as feasible
-
- Install cleanable solid partitions that effectively reduce transmission between the employee and other persons at workstations where an employee in the exposed group is assigned to work for an extended period, such as cash registers, desks, and production line stations, and where the physical distancing requirement (described above) is not always maintained.
 - Evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.
 - Implement any other control measures deemed necessary by Cal/OSHA.

Additional Consideration #4

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

Assignment of transportation

To the extent feasible, we reduce exposure to COVID-19 hazards by assigning employees sharing vehicles to distinct groups and ensuring that each group remains separate from other such groups during transportation, during work activities, and in employer-provided housing. We prioritize shared transportation assignments in the following order:

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

Face coverings and respirators

We will ensure that the:

- Face covering requirements of our CPP **Face Coverings** are followed for employees waiting for transportation, if applicable.
- All employees are provided with a face covering, which must be worn unless an exception under our CPP Face Coverings applies.
- Upon request, we provide respirators for voluntary use in compliance with subsection 5144(c)(2) to all employees in the vehicle who are not fully vaccinated.

Screening

We 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 to prevent the spread of COVID-19 and are cleaned and disinfected if used by a COVID-19 case during the high-risk exposure period, when the surface will be used by another employee within 24 hours of the COVID-19 case.
- All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles and shifter, are cleaned to prevent the spread of COVID-19 between different drivers and are disinfected after use by a COVID-19 case during the high-risk exposure period, if the surface will be used by another employee within 24 hours of the COVID-19 case.

- We provide sanitizing materials, training on how to use them properly, and ensure they are kept in adequate supply.

Ventilation

We ensure that vehicle windows are kept open, and the ventilation system is 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 excessive outdoor heat would create a hazard to employees.
- The vehicle has functioning heating in use and excessive outdoor cold would create a hazard to employees.
- 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 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.