

COVID-19 School Guidance Checklist

January 14, 2021

CALIFORNIA
ALL

Your Actions
Save Lives



Date: February 1, 2021

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: _____

Number of schools: _____

Enrollment: _____

Superintendent (or equivalent) Name: _____

Address: _____

Phone Number: _____

Email: _____

Date of proposed reopening: _____

County: _____

Grade Level (check all that apply)

Current Tier: _____

TK 2nd 5th 8th 11th

(please indicate Purple, Red, Orange or Yellow)

K 3rd 6th 9th 12th

1st 4th 7th 10th

Type of LEA: _____

This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier and not yet open, materials must additionally be submitted to your local health officer (LHO) and the State School Safety Team prior to reopening, per the [Guidance on Schools](#).

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is:

K12csp@cdph.ca.gov

LEAs or equivalent in Counties with a case rate $\geq 25/100,000$ individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.

For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:

I, Pamela Conklin, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents,

which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#). For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

Stable group structures (where applicable): How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

If you have departmentalized classes, how will you organize staff and students in stable groups?

If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?

Entrance, Egress, and Movement Within the School: How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

Face Coverings and Other Essential Protective Gear: How CDPH's face covering requirements will be satisfied and enforced for staff and students.

Health Screenings for Students and Staff: How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

Healthy Hygiene Practices: The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

Identification and Tracing of Contacts: Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

Physical Distancing: How space and routines will be arranged to allow for physical distancing of students and staff.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum: _____ feet

Minimum: _____ feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

Staff Training and Family Education: How staff will be trained and families will be educated on the application and enforcement of the plan.

Testing of Staff: How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

Testing of Students: How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.

Planned student testing cadence. Please note if testing cadence will differ by tier:

Identification and Reporting of Cases: At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with [Reporting Requirements](#).

Communication Plans: How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

Consultation: (For schools not previously open) Please confirm consultation with the following groups

Labor Organization

Name of Organization(s) and Date(s) Consulted:

Name: _____

Date: _____

Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

Name: _____

Date: _____

If no labor organization represents staff at the school, please describe the process for consultation with school staff:

For Local Educational Agencies (LEAs or equivalent) in PURPLE:

Local Health Officer Approval: The Local Health Officer, for (state County) _____. County has certified and approved the CSP on this date: _____. If more than 7 business days have passed since the submission without input from the LHO, the CSP shall be deemed approved.

Additional Resources:

[Guidance on Schools](#)

[Safe Schools for All Hub](#)

Note: This checklist was amended on January 29th to delete language regarding the need to submit this checklist to a County Office of Education. The CSP does not need to be submitted to the County Office of Education as part of the public health guidance, though the County Office of Education may request the CSP as part of other processes.

CSP Appendix

#1: If you have departmentalized classes, how will you organize staff and students in stable groups?

In our elementary schools, we will have stable groups of students in classrooms with their teacher. At the secondary level, students will take 3-4 classes with different teachers and different students. We will be able to trace contacts in all schools.

Students will be seated 6 feet apart in classrooms. In addition, we have three-sided Plexiglass barriers for each student desk. All students and staff will wear masks. Soap and water is provided at all sinks, and all classrooms will have hand sanitizer. Classroom ventilation has been improved, and we have an enhanced cleaning schedule.

Entrance, Egress, and Movement Within the School:

How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

All students and staff will wear masks while on campus. Students will proceed directly to their classroom when they arrive, and detailed information about this process will be sent to families by each school before we reopen. They will enter through outside doors, eliminating interior hallway crowding. At the end of the day, they will leave through the outside doors, and follow staff direction as they exit the campus. When students need to leave the classroom for recess or passing periods, they will also use the outside classroom doors.

There will be little traffic in inside hallways. A student may leave their class to use the restroom, and some staff will walk down hallways to access different parts of the school. All students and staff will wear masks at all times, including in hallways or while moving around the campus.

We are sharply limiting visitors to people who absolutely must be present on campus. There will be signs directing adults to the front office.

Face Coverings and Other Essential Protective Gear:

How CDPH's face covering requirements will be satisfied and enforced for staff and students.

All students and staff will wear masks while on campus. A staff member will be outside in arrival areas to hand a mask to any student or staff member not wearing one. Visitors will be sharply limited, and any visitors must wear masks. Masks must be multilayered and made of tightly woven material, and worn over both the nose and mouth. Face shields with neck drapes may be used for short periods by staff who must model phoneme production. We will allow brief mask breaks as needed by having individuals step outside the classroom door, distanced in the open air from all other individuals. Students at recess will have access to individual mask break areas that are away from the recess area and other individuals.

Health Screenings for Students and Staff:

How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

Staff will screen themselves before leaving for work, and families will screen their children for symptoms.

People with any of the listed symptoms must stay home. Staff developing symptoms will go home immediately, and families will be asked to pick up symptomatic students right away. Students with symptoms will be isolated in designated spaces until their family arrives, and the space will be disinfected afterward.

We will use the following list of symptoms for the wellness self-check.

- 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

Teachers any other staff members may request that Health Care Specialists check the health of any child at any time. Our Health Care Specialists have no-touch thermometers and can help screen for symptoms.

Healthy Hygiene Practices:

The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

All classrooms with sinks and restrooms are stocked with soap and paper towels. There is hand sanitizer in every classroom, and dispensers have been added at school entrances and in locations around the school where individuals may need to sanitize their hands. Signage about proper mask wearing and handwashing has been added.

All students will receive instruction about hand hygiene when they return to school. Staff will wash or sanitize their hands if they move between groups. We are also cleaning high-touch surfaces frequently.

Identification and Tracing of Contacts:

Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

When we have a confirmed case, the following will occur.

- Notify District Nurse so she can make the required notifications to Solano County Health.
- Individual is probably not at school, but if at school, would be sent home.
- For students, Student Services is notified. For staff, Human Resources is notified, and North Bay Insurance and/or Solano Public Health are notified as necessary.
- We will recommend testing of asymptomatic contacts 5-7 days from last exposure and immediate testing of symptomatic contacts, but a negative test will not shorten the required 14 day quarantine.
- An individual with COVID will be excluded for 14 days from the symptom onset date or if asymptomatic, 14 days from the specimen collection date.
- Members of the household of the confirmed case are also excluded for 14 days, then if they continued to be exposed to the confirmed case because they share a common household, for an additional 14 days.
- School contacts will be identified using class rosters and staff assignments, including for itinerant staff, and close contacts will be excluded from school for 14 days from when the case was present at school while infectious.
- The classroom or workspace will be disinfected according to our protocol.
- Information about exclusion and next steps will be sent to the staff member or family of student with COVID. Students and staff (AB 685) who could have been exposed will be notified and asked to stay home for 14 days if the case was at school while infectious.
- Bargaining unit presidents will be notified in accordance with AB 685.
- Classroom may or may not remain in session depending on number of cases: 3 cases at a school in a 14-day period constitutes an outbreak, and the district will coordinate an investigation with Solano Public Health to identify, isolate, and/or have tested all potential cases and contacts, with the affected classroom(s) possibly moving to Distance Learning in the interim.
- School remains in session unless, within a 14-day period, there are outbreaks in 25% of classrooms or more, or three outbreaks have occurred and more than 5% of the school population is affected.
- We may close classrooms or schools before the thresholds where closure is required.
- Our District Nurse is our COVID-19 contact. She will have access to and the ability to share lists of contacts, and access to the required contact information for individuals involved or affected.

Staff Training and Family Education:

How staff will be trained and families will be educated on the application and enforcement of the plan.

Staff will participate in training at Wednesday staff meetings, conducted using Zoom or other teleconference platforms to avoid congregation. In addition, both staff and families will receive clear information about how our schools will operate, and their role in keeping students, staff, and the community safe. We also have systems for answering staff and family questions about the plan. Staff will be outside during student arrival monitoring for masks, and providing a mask for anyone without one.

Testing of Students and Staff (combined from checklist):

How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results.

We are planning to wait until virus levels put our county into the Red Tier before reopening our schools. We will recommend that anyone with symptoms or exposure contact their health care provider for testing.

Confirmed cases will be informed they must stay home for 14 days since symptom onset, or for asymptomatic individuals, from specimen collection date.

Individuals with symptoms will be instructed that they must stay home until:

At least 24 hours has passed without the use of fever-reducing medications and other symptoms have improved and has one of the following:

- Negative COVID test
- Healthcare provider documentation that symptoms are from underlying condition like asthma or allergies or documentation of a different diagnosis with the note stating specifically that COVID is not suspected
- At least 14 calendar days have passed since symptom onset

As needed or requested, we will refer staff to their health care providers and share other testing site information provided by Solano Public Health. Community Testing site information can be found at:

https://www.solanocounty.com/depts/ph/coronavirus_links/faq_community_testing_sites.asp.

Identification and Reporting of Cases:

At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with Reporting Requirements.

Travis Unified will report all confirmed positive and suspected cases in students and staff in a manner consistent with the Reporting Requirements:

- Effective immediately, the district will notify its local health officer of any known case of COVID-19 among any student or staff member who was present on a K-12 public or private school campus within the 10 days preceding a positive test for COVID-19. Specifically, we will report the following information:
 - The full name, address, telephone number, and date of birth of the individual who tested positive;
 - The date the individual tested positive, the school(s) at which the individual was present on-site within the 10 days preceding the positive test, and the date the individual was last on-site at any relevant school(s); and
 - The full name, address, and telephone number of the person making the report.
- This information will be reported to the local health officer by telephone within twenty-four hours from the time an individual within the local educational agency or private school is first made aware of a new case.
- This reporting will continue as detailed above until this directive is modified or rescinded, in which case, we will follow any new directives.

Communication Plans:

How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

We have developed a set of letters to send to affected individuals that include details about exclusions, actions we recommend the individual should take, and timelines and conditions for returning to school or work. There are letters for individuals with confirmed COVID or symptoms, letters for close contacts and families of students who were close contacts, and templates for communicating with our union leaders.

Information shared will be on a need-to-know basis. No names or identifying details will be shared in general communication. FERPA and HIPAA privacy requirements will be upheld. We will also communicate with our staff about the importance of not stigmatizing anyone with COVID.

COVID-19 Prevention Program (CPP) for Travis Unified School District

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

Date: February 22, 2021

Authority and Responsibility

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

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

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by encouraging employees to immediately report any hazard to the site administrator or immediate supervisor.

Employee screening

We screen our employees by requiring staff to complete daily self-health assessments per CDPH guidelines prior to arriving on campus.

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.**
- **Individuals are identified as being responsible for timely correction.**
- **Follow-up measures are taken to ensure timely correction.**

Control of COVID-19 Hazards

Physical Distancing

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

- **Eliminating the need for workers to be in the workplace – e.g., telework or other remote work arrangements.**
- **Reducing the number of persons in an area at one time, including visitors.**
- **Installation of visual cues such as signs and floor markings to indicate where employees and students should be located or their direction and path of travel.**
- **Encourage staff, students, and parents to submit documents through electronic means when available.**
- **Encourage visitors to make appointments when practicable**
- **Adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees.**

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.

Washable reusable cloth face coverings are issued to students and staff. Each student and staff member are responsible for the cleaning of their issued mask. Disposable face coverings are provided to each site to distribute to students, staff, and visitors as needed. Site Administrators will monitor supplies and will notify the Supervisor of Operations when more is needed. Staff will be encouraged to remind students and other staff members to wear their mask properly in a non-confrontational manner, unless they are in an area falls under the exceptions below. If a staff member feels threatened or receives strong resistance, then they should notify a site administrator as soon as possible to resolve the issue. Individuals refusing to wear a face cover will be asked to leave site campuses.

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 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.

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:

- **Solid partitions are installed at office counters where students or visitors may enter.**
- **Solid partitions are installed by office desks in high traffic areas.**
- **Solid partitions are installed between office work stations where they cannot be rearranged to meet distancing requirements.**

- **Solid partitions are installed on each student desk.**
- **Portable solid partitions are available for teacher use inside classrooms where distancing may be compromised.**

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

- **Air handlers are fully open to allow the maximum amount of outside air into the system.**
- **Air filters rated as MERV 13 are installed and will be replaced every four weeks until health conditions improve to the Moderate tier.**
- **Portable air purification systems are provided for areas where modifications were made and air circulation may be lessened, less sufficient, or in an area where outside air cannot be obtained.**

Cleaning and disinfecting

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

- **Ensuring adequate supplies and adequate time for it to be done properly.**
- **Informing the employees and authorized employee representatives of the frequency and scope of cleaning and disinfection.**
- **High touch surfaces such as door knobs, handles, sinks, etc, are cleaned periodically throughout the day.**
- **Restrooms supplies filled and checked daily.**
- **Restrooms are checked and cleaned/disinfected twice daily.**
- **Classroom hygiene supplies are checked and filled daily.**
- **Classroom desks, counters, sinks, and other high touch surfaces are cleaned/disinfected daily.**
- **Offices, labs, and kitchens are cleaned/disinfected daily.**

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

- **Site Administrator identifies the area(s) to be closed and signs posted for temporary closure.**
- **The room will be entirely misted with disinfectant via an electrostatic sprayer that provides effective and even coverage.**
- **After 15 minutes, all high touch surfaces will be sprayed again with disinfectant, and after dwell time, wiped down.**
- **Floors will be mopped or vacuumed as applicable.**
- **Once cleaning is complete, the Custodian will notify the Site Administrator the area(s) is ready for use.**
- **The district will notify employees who may have been exposed.**

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.

Common use items, such as copiers, will be wiped down with a cleaner wipe after each use. Staff will be required to wash or sanitize hands after wiping down those items. Those items will be wiped down with a disinfectant nightly by the Custodian.

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.

Common use vehicles and equipment will be wipe down with a cleaner/disinfectant before and after each use. Members will be required to wear proper PPE if using a disinfectant and wash or sanitize hands after wiping down those items.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- **Encourage employees to wash their hands for at least 20 seconds each time.**
- **Hand sanitizer units are installed throughout buildings, at entrances, and in classrooms without handwashing capability.**
- **Hand sanitizer is placed in areas where hand sanitizing is required, such as in areas around copiers, common use computers, common use phones, etc.**
- **Scheduled handwashing breaks will be implemented in class schedules.**
- **Signs are posted to encourage handwashing.**

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.

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:

- Instructed to remain at or return to their home or place of residence and not return until such time as the employees satisfy the minimum criteria to return to work. Remote work may be available at this time.
- Referred for COVID-19 testing at no cost during their working hours.
- Provided with information on benefits continuation.

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:

- Employees should report COVID-19 symptoms and possible hazards to their immediate supervisor or Human Resources.
- 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.
- 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.

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.

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 providing employees with their options for sick leave benefits, payments from public sources or other means of maintaining earnings, rights and benefits, where permitted by law and when not covered by workers' compensation.
- 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.
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Gabriel Moulaison

Gabriel Moulaison, JD, CPA
Chief Business Officer

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)			
MERV 13 filters			
Air purifier (if necessary)			
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			
PPE (not shared, available and being worn)			
Face coverings			
Gloves			
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):

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:

Person that conducted the training:

Employee Name	Signature

Additional Consideration #1

Multiple COVID-19 Infections and COVID-19 Outbreaks

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 testing

- We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
 - All employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
 - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
 - We will provide additional testing when deemed necessary by Cal/OSHA.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria** requirements, and local health officer orders if applicable.

Investigation of workplace COVID-19 illness

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 investigation, review and hazard correction

In addition to our CPP **Identification and Evaluation of COVID-19 Hazards** and **Correction of COVID-19 Hazards**, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
 - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
 - Our COVID-19 testing policies.
 - Insufficient outdoor air.
 - Insufficient air filtration.
 - Lack of physical distancing.
- Updating the review:
 - Every thirty days that the outbreak continues.
 - In response to new information or to new or previously unrecognized COVID-19 hazards.
 - When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
 - Moving indoor tasks outdoors or having them performed remotely.
 - Increasing outdoor air supply when work is done indoors.

- Improving air filtration.
- Increasing physical distancing as much as possible.
- Respiratory protection.
- [describe other applicable controls].

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**.