

# COVID-19 Prevention Program (CPP)

## Oak Run Elementary (4500-4570086)

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

**Date:** 1-29-2021

### Authority and Responsibility

Misti Livingston 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.

#### 1. Hygiene practices, Protective Equipment, Physical Distancing:

- Normal day. Students will remain in their classroom/cohort (Preschool, K-3, 4-5, 6-8) throughout the day for face-to-face instruction/learning. Outside breaks when weather permits.
- Some students may be pulled to work with aides for specific interventions.
- Scheduled washing and/or sanitizing. Foaming soap is an option, but not mandatory. Foaming sanitizer is not mandatory, but is an option. Personal cloth hand towels (one each per person) is permissible if we collect and wash with bleach at the end of each day, and if there is enough space to hang them separately in the hand washing areas.
- Spacing is adequate for social distancing in classrooms.
- Homeschool is an option for families who opt for it.

- Consider use of non-classroom space for instruction, including regular use of outdoor space, weather permitting. For example: consider part-day instruction outside.
- Snacks may be served inside classrooms.
- Each student may require their own copy of texts, learning items, etc.
- Each student may have their own drinking container that is labeled with their name and kept in designated areas. No person will drink directly from a faucet.
- Per Shasta County Public Health Guidance for Schools: School staff are asked to conduct visual wellness checks of all students upon arrival and take students' temperature with a no-touch thermometer upon entering the school site for at least those who do not look well.
- Have a wall-mounted file holder outside each classroom door for attendance sheets, to be picked up each morning and taken to the office (we are not digital for attendance yet).
- All staff must wear face masks or face-shields while on campus.
- Students will wear masks when utilizing the library. Number of students in the Library at one time will be limited. Accommodations will be made for those that should not or cannot wear a mask, as face coverings are not recommended for children under 2 or anyone who has trouble breathing or is unconscious, incapacitated or otherwise unable to remove the covering without assistance.
- Emphasis on, and modeling of, frequent handwashing, sneeze/cough etiquette, general health practices (cough and sneeze into a shirt, personal cloth, or tissue that covers the mouth and nose area - not into our hand, arm, or elbow.)
- Band and choir practice are not permitted.
- Any and all activities that involve singing must take place only outdoors.
- All staff put effort into assisting all students taking all items home with them every day. Students need to not leave anything on campus at the end of the day.
- Staff will be periodically tested (not all at once).
- District must receive a written note stating their child cannot wear a mask because of specific health conditions that must be stated. Only conditions stated in the CDE documents will be accepted.
- There will be a combined on-site and homeschool teaching/learning program which is currently in the developing stages.
- Outside recess as weather permits with masks, as to encourage growth through play.
- Face coverings are not recommended for children under 2 or anyone who has trouble breathing or is unconscious, incapacitated or otherwise unable to remove the covering without assistance.
- Wash hands, or sanitize with adult supervision, before and after playing outside.
- Perform normal routine cleaning on playgrounds and equipment and targeted disinfecting of frequently touched hard surfaces.
- Maintain student cohorts, as practicable (Preschool, K-3, 4-5, 6-8).

## 2. Transportation:

- When congregating to board a bus, students will distance themselves 3-6 feet apart. Markings may be used for accurate spacing.
- Where practicable, maximize space between students and between students and driver, including entering and exiting the bus.
- When physical distancing on buses cannot be easily maintained, students will wear face coverings.
- Buses will be equipped with hand sanitizer and surplus face coverings.
- Clean and disinfect buses or other transport vehicles between use, see guidance for bus transit operators.
- Open windows to introduce fresh outdoor air, as much as possible. If opening windows poses a safety or health risk (e.g., allowing pollens in or exacerbating asthma symptoms), consider alternatives. If using air conditioning, use the setting that brings in fresh air. Replace and check air filters and filtration systems to ensure optimal air quality.

## 3. Protocols for safety (students and staff):

- At the 2:45 school release, students are to be social distancing; and seated either on the benches, grass area, or side walk in the front of school until their pick up person is seen. Then they can get up to go to their vehicle with adult permission. If they need to move to a different location, they must ask permission.
- All emergency Drills are practiced with Public Health COVID-19 guidance.
- One student at a time in the bathrooms. Two students if there is supervision near bathrooms.

\*When a staff member, child, or visitor becomes sick with COVID-19 related symptoms during phase 2 & 3 of on-site teaching/learning:

Immediately ensure use of a face covering to reduce spread of respiratory pathogens and require the individual to wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable. Ensure that children are not left without adult supervision. Notify local health officials, staff and all families immediately of any positive case of COVID-19 while maintaining confidentiality as required by state and federal laws. Additional guidance can be found here. A 'county approved' document will be sent home to all families stating there was a person ill that was sent home. Upon receipt of a positive test, a 'county approved' note stating that a person who has tested positive for COVID-19 was sent home to quarantine. Names will not be used.

Close off areas used by any sick person and do not use them until they have been cleaned. Classes will remain in session. Cohort will be moved to another location for continued learning/teaching. Wait 24 hours before you clean or disinfect to reduce risk to individuals cleaning. If it is not possible to wait 24 hours, wait as long as possible. If a 24 hour waiting period is not possible, the person cleaning will take extended safety precautions. Ensure safe and correct application of disinfectants, and keep disinfectant products away from children.

Advise individuals that test positive for COVID-19 not to return until they have met CDC criteria to discontinue home isolation and are released from isolation orders by Shasta County HHSA Public Health. Pupils (students and adults) who are asked to quarantine due to exhibiting COVID-19 symptom(s) will be allowed on campus after 14 days or 3 days after their symptoms resolve, whether testing occurs or not.

\*Students and adults who have Covid-19 symptoms must stay home for 14 days unless they have a negative Covid-19 test.

After a negative Covid-19 test, students and adults may return to school when they have been symptom-free for 24 hours.

A student who is home for 10 or more days will be placed on Distance Learning.

Teachers must offer online option or daily phone call during Distance Learning.

All contacts of the original symptomatic student/adult must stay home for 14 days unless they have a negative Covid-19 test.

#### 4. Campus access:

- Social Distancing and sanitation guidelines will be followed by all persons on campus. Allowing/inviting visitors is crucial for community/family participation and increased student academic and behavioral growth.
- Service providers and program personnel who provide important services to schools such as preschool, afterschool, and education programs will be allowed to operate at schools with the following guidance:

Ensure service providers follow the school's health and safety plans and CDPH guidance including entry screening and hand washing. Maintaining 3-6 feet of physical distance between personnel and students, when practicable.

Keep the same staff and student groups together, to the greatest extent practicable.

Whenever practicable, conduct programming virtually or outdoors.

Personnel 'should' wear face coverings when working with students.

5. Cleaning and disinfecting to ensure physical health and safety in school facilities and vehicles:

- Cleaning
- Staff should clean and disinfect frequently-touched surfaces within school and on school buses at least daily and, as practicable, frequently throughout the day.
- Materials, playground equipment, sinks, work spaces, door handles, light switches, bathroom surfaces, tables, student desks, and chairs must be sanitized at least once at the end of the learning day. It is strongly suggested that they be wiped with an acceptable sanitizing cloth throughout the learning day, after use.
- Possibly keep disposable cloth sanitizers near light switches and faucet handles for convenient sanitizing throughout the day.
- Whole-staff schedule for cleaning and sanitizing playground, play equipment, bathrooms, office, library, cafeteria, etc.

### **Employee Participation**

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

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

- Participating in the development and implementation of the employer's safety and health policies and help ensure that they are appropriate and implemented.
- Updating their risk assessment.
- Carrying out adaptations to the layout of the school campus of work that will reduce exposure to COVID-19.
- Considering resuming work in stages to allow adaptations to be carried out, if they are required to be out as a result of experiencing COVID-19 symptoms.
- All employees will be informed about changes and any new procedures, and will be provide training before they resume work.

### **Employee Screening**

We screen our employees by:

We screen our employees by:

Asking the following questions weekly or if someone is feeling down with a lack of energy:

1. Do you have any of these symptoms that are not caused by another condition?

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Recent loss of taste or smell
- Sore throat
- Congestion
- Nausea or vomiting
- Diarrhea

2. Within the past 14 days, have you been in close contact with anyone that you know had COVID-19 or COVID-like symptoms? Close contact is being within 6 feet for 15 minutes or more over a 24-hour period with a person; or having direct contact with fluids from a person with COVID-19 with or without wearing a mask (i.e., being coughed or sneezed on).

3. Have you had a positive COVID-19 test for active virus in the past 10 days, or are you awaiting results of a COVID-19 test?

4. Within the past 14 days, has a public health or medical professional told you to self-monitor, self-isolate, or self-quarantine because of concerns about COVID-19 infection?

If any responses are yes, we don't let them enter the workplace or immediately separate them from other people and arrange a ride home or to a medical facility (if needed), if are already on campus.

Temperature will also be taken and all items recorded.

### **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:

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:

Supervisors will be trained and required to evaluate their worksite/location utilizing Appendix B. The severity of the hazard will be assessed and correction time frames assigned accordingly. Administrators and/or directors of the sites will review and confirm that measure(s) taken to correct hazards.

### **Controls of COVID-19 Hazards**

#### **Physical Distancing**

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

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

- Utilizing 3 foot long desks in the classrooms for students and spacing them adequately
- Consider use of non-classroom space for instruction, including regular use of outdoor space, weather permitting. For example: consider part-day instruction outside
- Staggering lunch and recess times
- Monitoring recess and use of play equipment
- Visual cues such as signs and floor markings to indicate where pupils are to stand when in any given line
- Each student may require their own copy of texts, learning items, etc.
- Have a wall-mounted file holder outside each classroom door for attendance sheets, to be picked up each morning and taken to the office (we are not digital for attendance yet).
- Provide a combined on-site and homeschool teaching/learning program
- Maintain student cohorts, as practicable (Preschool, K-3, 4-5, 6-8)
- One student at a time in the bathrooms. Two students if there is supervision near bathrooms

- Seating in the cafeteria is spaced to accommodate Social Distancing

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.

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 the local health department. Every employee, student is provided with reusable masks as needed, at the beginning of each day and throughout the day. Disposable masks are also available for parents, or other visitors as needed. Face shields are provided upon request.

Kind reminders are given to students to keep their masks over their mouth and nose area, when needed.

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

### **Engineering controls**

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

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

- Working with heating and air condition technicians on increasing air filtration efficiency
- Evaluate the need for physical barriers when social distancing in the office is unavailable
- Incorporating additional air filtration systems in each room that is utilized
- Ensure mask wearing
- Ensure sanitation practices are in place

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

- Running the air conditioner or heating unit with the windows open
- Utilizing indoor air filtration units
- Replace filters in the heating and air units

### **Cleaning and disinfecting**

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

- Staff cleans and disinfects frequently-touched surfaces within school and on school buses at least daily and, as practicable, frequently throughout the day.
- Materials, playground equipment, sinks, work spaces, door handles, light switches, bathroom surfaces, tables, student desks, and chairs must be sanitized at least once at the end of the learning day. It is strongly suggested that they be wiped with an acceptable sanitizing cloth throughout the learning day, after use.
- May keep disposable cloth sanitizers near light switches and faucet handles for convenient sanitizing throughout the day.
- Whole-staff schedule for cleaning and sanitizing playground, play equipment, bathrooms, office, library, cafeteria, etc.

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

\*When a staff member, child, or visitor becomes sick with COVID-19 related symptoms during phase 2 & 3 of on-site teaching/learning:

- Immediately ensure use of a face covering to reduce spread of respiratory pathogens and require the individual to wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable.
- Ensure that children are not left without adult supervision.
- Notify local health officials, staff and all families immediately of any positive case of COVID-19 while maintaining confidentiality as required by state and federal laws.
- A 'county approved' document will be sent home to all families stating there was a person ill that was sent home. Upon receipt of a positive test, a 'county approved' note stating that a person who has tested positive for COVID-19 was sent home to quarantine. Names will not be used.
- Close off areas used by any sick person and do not use them until they have been cleaned.
- Cohort will be moved to another location for continued learning/teaching. Wait 24 hours before you clean or disinfect to reduce risk to individuals cleaning.
- If it is not possible to wait 24 hours, wait as long as possible. If a 24 hour waiting period is not possible, the person cleaning will take extended safety precautions.
- Ensure safe and correct application of disinfectants, and keep disinfectant products away from children.
- Advise individuals that test positive for COVID-19 not to return until they have met CDC criteria to discontinue home isolation and are released from isolation orders by Shasta County HHS Public Health. Pupils (students and adults) who are asked to quarantine due to exhibiting COVID-19 symptom(s) will be allowed on campus after 14 days or 3 days after their symptoms resolve, whether testing occurs or not.

\*Students and adults who have Covid-19 symptoms must stay home for 10 days unless they have a negative Covid-19 test.

- After a negative Covid-19 test, students and adults may return to school when they have been symptom-free for 24 hours.
- All contacts of the original symptomatic student/adult must stay home for 14 days unless they have a negative Covid-19 test.

### **Shared tools, equipment and personal protective equipment (PPE)**

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

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

- Each student has a Chrome Book assigned to them
- Personal items are not to be shared at any time other than life threatening emergencies
- Items that are shared by staff, such as the copy machine, restroom door handles, etc. will be sanitized at the end of each use
- Each student requires their own copy of texts, learning items, etc.
- Each student may have their own drinking container that is labeled with their name and kept with their person at all times

Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

### **Hand sanitizing**

In order to implement effective hand sanitizing procedures, we:

- Evaluate handwashing facilities and keep them sanitized
- Encourage and allowing time for employee, student, and visitor handwashing
- Provide employees, students, and visitors with an effective hand sanitizer, and prohibit hand sanitizers that contain

methanol (i.e. methyl alcohol)

- Encourage all persons to wash their hands with warm water for at least 20 seconds each time

### **Personal protective equipment (PPE) used to control employees' exposure to COVID-19**

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained. [reference section 3205(c)(E) for details on required respirator and eye protection use.]



We provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

## **Investigating and Responding to COVID-19 Cases**

This will be accomplished by using the Appendix C: Investigating COVID-19 Cases form.

Employees who had potential COVID-19 exposure in our workplace will be:

- Offered COVID-19 testing at no cost during their working hours. If out of pocket expenses are incurred, employee will be reimbursed
- County Public Health advisors will provide employees with testing sites in the area. Testing sites are listed on the COVID-19 website for all employees to access
- Human Resource contact employees to review benefits available including paid time off and Workers' Compensation benefits

## **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 failing the daily screen must contact their supervisor and the COVID-19 hotline. In addition, providers will report symptoms to Employee Health Services and their employer.

- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Where testing is not required, how employees can access COVID-19 testing:

-Public Health advisor provides employees with testing sites in the area. Testing sites are listed on the COVID-19 website for all employees to access

- 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.

Updated information is made available on an ongoing basis for both employees and visitors

## **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.

-Information on the COVID-19 vaccine will be shared with staff and suggested when available.

**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

-Employees are entitled to 14 days of paid COVID sick leave, without having to use their personal bank of sick leave.

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

## Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

## 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.

Misti Livingston

1/29/2021

**Title of Owner or Top Management Representative**

**Signature**

**Date**

## Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

**Person Conducting the Evaluation:** Misti Livingston

**Date:** 1/28/2021

**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 ventilations
Classrooms	On campus, throughout the day	Staff and students	<ul style="list-style-type: none"> <li>• Signage</li> <li>• Extra long tables</li> <li>• Air purifiers</li> <li>• Filtration systems</li> <li>• Walkie Talkies</li> <li>• Extra Chrome Books &amp; head sets</li> <li>• Individual/Personal sensory materials</li> <li>• Room dividers/partitions</li> </ul>

## Appendix B: COVID-19 Inspections

Date: 1/29/2021

Name of Person Conducting the Inspection: Misti Livingston

Work Location Evaluated: Oak Run Elementary School Campus

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/Partitions	Good		
Ventilation (amount of fresh air and filtration maximized)	Good		
Additional room air filtration	Good		

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Administrative</b>			
Physical distancing	Good		
Surface cleaning and disinfection (frequently enough and adequate supplies)	Good		
Hand washing facilities (adequate numbers and supplies)	Good		
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions	Good		

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>PPE (not shared, available and being worn)</b>			
Face coverings (cleaned sufficiently often)	Good		
Gloves	Good		
Face shields/goggles	Good		
Respiratory protection	Good		

## 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:** 1/29/2021

**Name of Person Conducting the Investigation:** Misti Livingston

<b>Employee (or non-employee*) name:</b>		<b>Occupation (if non-employee, why they were in the workplace):</b>	
<b>Location where employee worked (or non-employee was present in the workplace):</b>		<b>Date investigation was initiated:</b>	
<b>Was COVID-19 test offered?</b>		<b>Name(s) of staff involved in the investigation:</b>	
<b>Date and time the COVID-19 case was last present in the workplace:</b>		<b>Date of the positive or negative test and/or diagnosis:</b>	
<b>Date the case first had one or more COVID-19 symptoms:</b>		<b>Information received regarding COVID-19 test results and onset of symptoms (attach documentation):</b>	

<b>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):</b>	Zero on-site cases of COVID-19 to date.
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<b>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:</b>			
<b>All employees who may have had COVID-19 exposure and their authorized representatives.</b>	<b>Date:</b>		
	<b>Names of employees that were notified:</b>		
<b>Independent contractors and other employers present at the workplace during the high-risk exposure period.</b>	<b>Date:</b>		
	<b>Names of individuals that were notified:</b>		
<b>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</b>		<b>What could be done to reduce exposure to COVID-19?</b>	
<b>Was local health department notified?</b>		<b>Date:</b>	

\*Should an employer be made aware of a non-employee infection source COVID-19 status.

**Appendix D: COVID-19 Training Roster**

**Date:**

**Name of Person Conducting the Training:**

Employee Name	Signature



## **Additional Consideration #1**

### **Multiple COVID-19 Infections and COVID-19 Outbreaks**

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

#### **COVID-19 testing**

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

#### **Exclusion of COVID-19 cases**

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

#### **Investigation of workplace COVID-19 illness**

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

#### **COVID-19 investigation, review and hazard correction**

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

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
  - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
  - Our COVID-19 testing policies.
  - Insufficient outdoor air.
  - Insufficient air filtration.
  - Lack of physical distancing.
- Updating the review:
  - Every thirty days that the outbreak continues.
  - In response to new information or to new or previously unrecognized COVID-19 hazards.
  - When otherwise necessary.

- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
  - Moving indoor tasks outdoors or having them performed remotely.
  - Increasing outdoor air supply when work is done indoors.
  - Improving air filtration.
  - Increasing physical distancing as much as possible.
  - Respiratory protection.

**Notifications to the local health department**

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

## **Additional Consideration #2**

### **Major COVID-19 Outbreaks**

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

#### **COVID-19 testing**

We will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

#### **Exclusion of COVID-19 cases**

We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases and Return to Work Criteria**, and any relevant local health department orders.

#### **Investigation of workplace COVID-19 illnesses**

We will comply with the requirements of our CPP **Investigating and Responding to COVID-19 Cases**.

#### **COVID-19 hazard correction**

In addition to the requirements of our CPP **Correction of COVID-19 Hazards**, we will take the following actions:

- In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.

#### **Notifications to the local health department**

We will comply with the requirements of our **Multiple COVID-19 Infections and COVID-19 Outbreaks-Notifications to the Local Health Department**.

## **Additional Consideration #3**

### **COVID-19 Prevention in Employer-Provided Housing**

#### **Assignment of housing units**

We will ensure that shared housing unit assignments are prioritized in the following order:

- Residents who usually maintain a household together outside of work, such as family members, will be housed in the same housing unit without other persons.
- Residents who work in the same crew or work together at the same worksite will be housed in the same housing unit without other persons.
- Employees who do not usually maintain a common household, work crew, or worksite will be housed in the same housing unit only when no other housing alternatives are possible.

#### **Physical distancing and controls**

We will ensure:

- The premises are of sufficient size and layout to permit at least six feet of physical distancing between residents in housing units, common areas, and other areas of the premises.
- Beds are spaced at least six feet apart in all directions and positioned to maximize the distance between sleepers' heads. For beds positioned next to each other, i.e., side by side, the beds will be arranged so that the head of one bed is next to the foot of the next bed. For beds positioned across from each other, i.e., end to end, the beds will be arranged so that the foot of one bed is closest to the foot of the next bed. Bunk beds will not be used.
- Maximization of the quantity and supply of outdoor air and increase filtration efficiency to the highest level compatible with the existing ventilation system in housing units.

#### **Face coverings**

We will provide face coverings to all residents and provide information to residents on when they should be used in accordance with state or local health officer orders or guidance.

#### **Cleaning and disinfection**

We will ensure that:

- Housing units, kitchens, bathrooms, and common areas are effectively cleaned and disinfected at least once a day to prevent the spread of COVID-19. Cleaning and disinfecting shall be done in a manner that protects the privacy of residents.
- Unwashed dishes, drinking glasses, cups, eating utensils, and similar items are not shared.

#### **Screening**

We will encourage residents to report COVID-19 symptoms to:

Public Health

#### **COVID-19 testing**

We will establish, implement, and maintain effective policies and procedures for COVID-19 testing of occupants who had a COVID-19 exposure, who have COVID-19 symptoms, or as recommended by the local health department.

## **Isolation of COVID-19 cases and persons with COVID-19 exposure**

We will:

- Effectively isolate COVID-19 exposed residents from all other occupants. Effective isolation will include providing COVID-19 exposed residents with a private bathroom, sleeping area, and cooking and eating facility.
- Effectively isolate COVID-19 cases from all occupants who are not COVID-19 cases. Effective isolation will include housing COVID-19 cases only with other COVID-19 cases, and providing COVID-19 case occupants with a sleeping area, bathroom, and cooking and eating facility that is not shared by non-COVID-19-case occupants.
- Keep confidential any personal identifying information regarding COVID-19 cases and persons with COVID-19 symptoms, in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.
- End isolation in accordance with our CPP **Exclusion of COVID-19 Cases and Return to Work Criteria**, and any applicable local or state health officer orders.

## **Additional Consideration #4**

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

#### **Assignment of transportation**

We will prioritize shared transportation assignments in the following order:

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

#### **Physical distancing and face coverings**

We will ensure that the:

- Physical distancing and face covering requirements of our CPP **Physical Distancing** and **Face Coverings** are followed for employees waiting for transportation.
- Vehicle operator and any passengers are separated by at least three feet in all directions during the operation of the vehicle, regardless of the vehicle's normal capacity. Vehicle operator and any passengers are provided and wear a face covering in the vehicle as required by our CPP **Face Coverings**.

#### **Screening**

We will develop, implement, and maintain effective procedures for screening and excluding drivers and riders with COVID-19 symptoms prior to boarding shared transportation.

#### **Cleaning and disinfecting**

We will ensure that:

- All high-contact surfaces (door handles, seatbelt buckles, armrests, etc.) used by passengers are cleaned and disinfected before each trip.
- All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles and shifter, are cleaned and disinfected between different drivers.
- We provide sanitizing materials, training on how to use them properly, and ensure they are kept in adequate supply.

#### **Ventilation**

We will ensure that vehicle windows are kept open, and the ventilation system set to maximize outdoor air and not set to recirculate air. Windows do not have to be kept open if one or more of the following conditions exist:

- The vehicle has functioning air conditioning in use and the outside temperature is greater than 90 degrees Fahrenheit.
- The vehicle has functioning heating in use and the outside temperature is less than 60 degrees Fahrenheit.
- Protection is needed from weather conditions, such as rain or snow.
- The vehicle has a cabin air filter in use and the U.S. EPA Air Quality Index for any pollutant is greater than 100.

#### **Hand hygiene**

We will provide hand sanitizer in each vehicle and ensure that all drivers and riders sanitize their hands before entering and exiting the vehicle. Hand sanitizers with methyl alcohol are prohibited.