

Model COVID-19 Prevention Program (CPP)

With some exceptions, all employers and places of employment are required to establish and implement an effective written COVID-19 Prevention Program (CPP) pursuant to an Emergency Temporary Standard in place for COVID-19 (California Code of Regulations (CCR), Title 8, section 3205(c)). Cal/OSHA has developed this model program to assist employers with creating their own unique CPP tailored to their workplace.

Employers are not required to use this program. Employers may create their own program or use another CCP template. Employers can also create a written CCP by incorporating elements of this program into their existing Injury and Illness Prevention Program (IIPP), if desired. Cal/OHA encourages employers to engage with employees in the design, implementation and evolution of their COVID-19 Prevention Program.

Using this model alone does not ensure compliance with the emergency temporary standard. To use this model program effectively, the person(s) responsible for implementing the CPP should carefully review:

- All of the elements that may be required in the following CCR, Title 8 sections:
 - 3205, COVID-19 Prevention
 - 3205.1, Multiple COVID-19 Infection and COVID-19 Outbreaks
 - 3205.2, Major COVID-19 Outbreaks
 - 3205.3, Prevention in Employer-Provided Housing
 - 3205.4, COVID-19 Prevention in Employer-Provided Transportation to and from Work
 - The four **Additional Considerations** provided at the end of this program to see if they are applicable to your workplace.
- The additional guidance materials available at www.dir.ca.gov/dosh/coronavirus/



November 2020

COVID-19 Prevention Program (CPP) for the Kernville Union School District

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

Date: December 14, 2020

Authority and Responsibility

Dr. Steven Martinez 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.
- Encourage employees to report unsafe working conditions to their immediate supervisor.
- Resolve unsafe working conditions within 5 days.

Employee participation

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

- Report in writing any unsafe condition in the working environment to the immediate supervisor. The supervisor shall notify the superintendent who shall resolve the issue and share the resolution with the supervisor. The supervisor shall respond to the employee's notification within 2 (two) working days and the issue shall be resolved within 5 (five) working days.

Employee screening

Our employees complete an online self-screening form based on California Department of Public Health (CDPH) guidelines. Employees unable to access the online form may complete a paper screening form. Paper screening forms are located in school offices, the special education office, and next to time clock computers.

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on **Appendix B:**

COVID-19 Inspections form, and corrected in a timely manner based on the severity of the hazards, as follows:

All unhealthy working conditions will be corrected within 5 work days. Nikolle Evans, MOT Director, is responsible for timely correction of unhealthy working conditions. When an unhealthy working condition cannot be corrected within 5 working days, all employees working in any unhealthy condition will be relocated to a healthy working location and/or provided with personal protective equipment.

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:

- Implementing the District's COVID-19 Prevention Plan for staff
- Establishing staff cohorts
- Allowing and encouraging telecommuting and department rotation work schedules
- Utilizing physical barriers, such as windows, in offices
- Providing and encouraging meetings through online meeting platforms, such as Zoom.
- Reducing the number of persons in an area at one time, including visitors.
- Signs reminding employees to maintain 6 feet minimum physical distance
- Floor markings indicating paths of travel.

For details, see section 3205(c)(6) of the November 30, 2020 COVID-19 Prevention Emergency Temporary Standards.

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. Each employee received multiple cloth face coverings from each department's supervisor. Disposable face coverings are available in each school or department office. Employees are responsible for cleaning their own face covering and requesting a replacement from their supervisor. Any employee not wearing a face covering should be reported to the reporting employee's supervisor.

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.
- 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: all employees must wear a face mask or shield and solid partitions between work stations.

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

- Installing 5 year pro-rated HVAC filters
- Changing HVAC filters every two years
- Utilizing portable HEPA filtration systems in areas where multiple employees work
- Utilizing an online maintenance and safety reporting system

Cleaning and disinfecting

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

KUSD has developed a cleaning program based on CDPH and CalOSHA COVID-19 Industry Guidance for Schools and School Based Programs. Specifically, KUSD uses Clorox Bleach EPA Reg. # 67619-32, Clorox Wipes EPA Reg. #5813-19, and Bioesque EPA Reg. # 87742-1 cleaning products that are on the Environmental Protection Agency's list of approved disinfectants for use against SARS/CoV-2 (COVID-19). Cleaning supplies are inventoried weekly and employees who clean notify the MOT Director when supplies are low and need to be ordered.

The MOT created and distributed to all employees a cleaning and disinfecting schedule. Throughout the day, all high touch surfaces, both inside and outside of the classrooms, including desks, tabletops, doorknobs, light switches, countertops, handles, chairs, phones, keyboards, toilets, faucets, sinks will be regularly cleaned and sanitized by staff. Classrooms and restrooms will be sanitized using the micro static sanitizer between the morning and afternoon cohorts of students. At the end of each day, and more frequently as needed, all classrooms, offices, and restrooms will be thoroughly cleaned and sanitized.

If a positive case is identified, workspaces and spaces visited by the positive case (or any individual suspected of being infected) will be closed off for a 24 hour period if possible, or as long as practicable before cleaning to reduce the risk of exposure, then the spaces will be thoroughly disinfected, cleaned and ventilated by trained staff wearing appropriate PPE.

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 the employee using disinfecting wipe. Outer surfaces are sanitized with an electrostatic sprayer.

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:

- evaluated handwashing facilities and the need for additional handwashing stations
- installing additional handwashing stations around school campuses
- educated and encouraged employees about the importance of frequent handwashing in preventing the spread of COVID-19
- providing effective hand sanitizers in offices and classrooms

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.

Section 3205(c)(E)

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. [Delete if not applicable to your workplace.]

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.
- Provided information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- 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 through use of federal and/or state COVID related leaves and sick leave.

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 Kitty Smith or their immediate supervisor via email or phone.
- 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, employees may obtain testing through their primary healthcare provider or at a local COVID-19 testing facility. Kern Valley Hospital offers COVID-19 testing Wednesdays and Thursdays 7:00 a.m. -2:00 p.m.
- 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.
- COVID-19 related communication will come from personnel assistant Kitty Smith, District Nurse Randy Fieber, or Superintendent Steve Martinez.

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 through use of federal and/or state COVID related leaves and 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.
- COVID cases and testing is maintained by the Administrative Assistant of Personnel, Kitty Smith, and District Nurse, Randy Fieber.

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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Dr. Steve Martinez, Superintendent

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: Steve Martinez, Superintendent

Date: January 19, 2021

Name(s) of employee and authorized employee representative that participated:

Stacey Sanders, KUSTA President

Chris Ramirez, CSEA Thyra Chapter 635 President

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation
Public information and welcome area for parents, students, and staff.	<ul style="list-style-type: none"> • Wallace Elementary School office • Wallace Middle School office • Kernville Elementary School office • 7:30 a.m. - 4:00 p.m. 	<ul style="list-style-type: none"> • Close contact with parents and students. • Close contact between coworkers. 	<ul style="list-style-type: none"> • Attendance window • Plexi-glass barriers in main office areas • Disposable facemasks to the public and staff • Hand sanitizer for staff and public use • Limiting office access to one employee or family group at a time • Disinfecting wipes and spray to use between employee and family visits. • Additional HEPA portable filter system in offices • Cleaned and disinfected daily • Staff wear face masks
Public information for parents, community members, and staff	<ul style="list-style-type: none"> • District Office • 7:30 a.m. – 4:00 p.m. 	<ul style="list-style-type: none"> • Close with parents, students, and vendors. • Close contact between 	<ul style="list-style-type: none"> • Attendance window • Plexi-glass barriers • Disposable

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation
		coworkers.	<p>facemasks available to the public and employees</p> <ul style="list-style-type: none"> • Hand sanitizer for staff and public use • Limiting office access to one employee or family group at a time • Disinfecting wipes and spray to use between employee and family visits. • HEPPA portable filter system in offices • Cleaned and disinfected daily • Staff wear face masks
Congregate space, eating space, gathering space	Staff Breakrooms	<ul style="list-style-type: none"> • Close contact between coworkers • Sharing of eating space- tables, chairs, microwaves, countertops 	<ul style="list-style-type: none"> • Tables and chairs removed • Disinfecting wipes and spray provided • Cleaned and disinfected daily • Employees do not eat in staff breakroom • Cleaned and disinfected daily • Staff wear face masks
Congregate work space and gathering space	Staff workroom	<ul style="list-style-type: none"> • Close contact between coworkers • Sharing of communal work equipment 	<ul style="list-style-type: none"> • Disinfecting wipes and spray provided • Cleaned and disinfected daily • Staff wear face masks
Congregate work space working in close proximity	Cafeteria	<ul style="list-style-type: none"> • Close contact between coworkers • Sharing of communal work equipment 	<ul style="list-style-type: none"> • Work space spread out into cafeteria seating area • 2 cohorts to minimize staff interaction when student not attending

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation
			<ul style="list-style-type: none"> in person instruction • Students eat in classrooms and take home meals during in person instruction • Additional portable HEPPA filter systems • Staff wear face masks • Hand sanitizer and soap available to all staff
Transporting children to and from school	School Busses and vans	<ul style="list-style-type: none"> • Close contact between students and coworkers. 	<ul style="list-style-type: none"> • Seating capacity in buses and vans reduced 50% • Students seated every other seat • COVID-19 screening of students before entering buses and vans • Students and staff wear face masks • Cleaned and disinfected after each route
Meeting space for instruction	Classrooms	<ul style="list-style-type: none"> • Close contact with students and coworkers • Sharing of workspace and supplies 	<ul style="list-style-type: none"> • Class sizes reduced to 12-14 students • Students' and teachers' workspace 6 feet apart • Students and staff wear face masks • Cleaned and disinfected between student groups • Disinfecting wipes and spray provided • Students maintain own supplies • Sharing of classroom supplies minimized • Hand sanitizer and/or soap in all classrooms

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation
Personal use	Staff Restroom	<ul style="list-style-type: none"> Sharing of restroom facilities 	<ul style="list-style-type: none"> Cleaned and disinfected daily Staff cohort assignments for restroom use Employees wear face masks Soap and paper towels for cleaning hands
Staff and Parent Meetings	Conference and Meeting Rooms	<ul style="list-style-type: none"> Close contact with coworkers, students, and parents Sharing of tables and chairs 	<ul style="list-style-type: none"> Meetings via Zoom or phone
Receiving and distributing print materials	Print Shop	<ul style="list-style-type: none"> Close contact with coworkers Sharing of workspace Sharing of equipment 	<ul style="list-style-type: none"> Restricted access to print shop staff and supervisor Cleaned and disinfected daily Disinfecting wipes and spray provided Employees wear face masks Hand sanitizer available to employees
Congregate work and gathering space	MOT Office and Bus Barn	<ul style="list-style-type: none"> Close contact with coworkers and vendors 	<ul style="list-style-type: none"> Restricted access to MOT staff Cleaned and disinfected daily Disinfecting wipes and spray provided Employees wear face masks Additional portable HEPPA filter system Hand sanitizer and soap available to all staff
Congregate work and gathering space	Special Education Office	<ul style="list-style-type: none"> Close contact with coworkers, parents and students. 	<ul style="list-style-type: none"> Restricted access to employees Communication with parents and students via Zoom and phone Hand sanitizer and soap available to all employees Employees wear

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation
			<ul style="list-style-type: none"> face masks • Disinfecting wipes and spray provided • Cleaned and disinfected daily
Common Walk space	Walkways 6:00 a.m. – 9:00 p.m.	<ul style="list-style-type: none"> • Close contact with coworkers, parents and students. 	<ul style="list-style-type: none"> • Marked path of travel in common walkways • Signage for social distancing and path of travel
Congregate gatherings of students and employees	School entrances and exits	<ul style="list-style-type: none"> • Close contact with coworkers, parents and students. 	<ul style="list-style-type: none"> • Re-routed to enter school campuses via outside gates
School Board Meetings	Wallace Cafeteria	<ul style="list-style-type: none"> • Close contact with board members, school employees, parents, students, and community members 	<ul style="list-style-type: none"> • Meetings held via Zoom • In person meetings held in the Wallace gymnasium • 6 feet spacing between board members and employees • Seating on bleachers of attendees • 6 feet spacing of meeting attendees • Spacing monitored by employees • Board members and school staff wear face masks
Support services to families	Family Resource Center	<ul style="list-style-type: none"> • Close contact with the public, students, parents, and coworkers • Shared workspace and supplies 	<ul style="list-style-type: none"> • 2 cohorts to minimize staff interactions • Additional portable HEPPA filter system • Office access restricted to staff and client appointments • Disinfecting wipes and spray • Cleaned and disinfected daily • Employees wear

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation
			face masks <ul style="list-style-type: none"> • Hand sanitizer and soap available to all employees
Visiting students and families	School vehicles	<ul style="list-style-type: none"> • Close contact with coworkers 	<ul style="list-style-type: none"> • Staff seated minimum of 6 feet apart in a vehicle • Employees wear face masks • Cleaned and disinfected after each use.

Appendix B: COVID-19 Inspections

This form may be modified. Additional information can be found at:

www.dir.ca.gov/dosh/coronavirus/

Date: [enter date]

Name of person conducting the inspection: [enter names]

Work location evaluated: [enter information]

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation			
Additional room air filtration			
Furniture arranged for social distancing			
Paths of travel marked.			
Administrative			
Physical distancing/ room spacing following 6 feet physical distancing			
Surface cleaning and disinfection			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
Signs posted in heavily trafficked areas promoting COVID safety protocols			
[add any additional controls your workplace is using]			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			
Disposable Face Masks Available (offices)			

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: [enter date]

Name of person conducting the investigation: [enter name(s)]

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: **[enter date]**

Person that conducted the training: **[enter name(s)]**

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**.