

COVID-19 Prevention Program (CPP) Kernville Union Elementary School District (KUSD)

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

Date: updated February 8, 2022

Authority and Responsibility

Dr. Steve Martinez has overall authority and responsibility for implementing the provisions of this CPP in our workplace and schools. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and schools and for ensuring employees and parents/guardians 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. All employees are responsible for ensuring all students follow COVID guidance policies, procedures in maintaining safe schools and classrooms.

2021-2022 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: Kernville Union School District

Number of Schools: 3

Enrollment: 785

Superintendent (or equivalent) Name: Dr. Steve Martinez

Address: 3240 Erskine Creek Road
Lake Isabella, CA 93240

Phone Number: (760) 379-3651

Email: smartinez@kernvilleusd.org

Date of Proposed Opening: Opened February 9, 2021

County: Kern

Current Tier: **Tier designations discontinued as of June 15, 2021**

Type of LEA: Elementary School District

Grade Levels: TK, K, 1st, 2nd, 3rd, 4th, 5th, 6th, 7th, 8th

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. This form is part one of the COVID 19 School Safety Plan (CSP).

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

I, Dr. Steve Martinez, 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.

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: 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?)

CDPH no longer requires schools to create stable groups as of 3/31/21.

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

CDPH no longer requires schools to create stable groups as of 3/31/21.

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

CDPH no longer requires schools to create stable groups as of 3/31/21.

- 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: **three feet**

Minimum: feet. **Zero 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.

Testing cadence will adapt, in accordance with the CDPH K-12 school-based COVID-19 testing strategies for school year 2021-22 and CalOSHA requirements, based on local community case rates, vaccination rates, unvaccinated exposures and symptomatic staff.

- 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.

Testing cadence will adapt, in accordance with the CDPH K-12 school-based COVID-19 testing strategies for school year 2021-22, based on local community case rates, vaccination rates, unvaccinated exposures and symptomatic staff.

- 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: Kernville Union School Teachers' Association (KUSTA)

Date: January 25, 2022

Name: California School Employees Association and Thyra Apaltae Memorial Chapter # 635 (CSEA)

Date: January 25, 2022

Parent and Community Organizations

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

Name: Superintendents' Advisory Council

Date: February 7, 2022

Identification and Evaluation of COVID-19 Hazards

We implement the following in our workplace, classrooms, and schools:

- Conduct workplace-specific and school specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Document the vaccination status of our employees following **Appendix E: Documentation of Employee COVID-19 Vaccination Status**, which is maintained as a confidential medical record.
- Evaluate employees' potential workplace exposures and students' school exposures to all persons at, or who may enter, our workplace and schools.
- Develop COVID-19 policies and procedures to respond effectively and immediately to individuals at the workplace and schools who are a COVID-19 case to prevent or reduce the risk of transmission in the workplace and schools.
 - MOT Coordinator will conduct periodic inspections using the Appendix B: COVID-19 Inspections form as needed to identify unhealthy conditions in school and the work place, 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, classroom conditions, and school conditions to their immediate supervisor.
 - Resolve unsafe working, classroom, and school conditions within 5 days.
- 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, classrooms, and schools and the need for different or additional controls.

- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections** form as needed to identify and evaluate unhealthy classroom, school, and work-place conditions; work practices; and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Site and department administrators conduct classroom, school, and work-place evaluations and prevention controls. Vaccination status of employees and potential workplace exposures are maintained by the personnel office. Potential classroom and school exposures are maintained by the District Nurse's office. Inspection and evaluation records are maintained by the Superintendent's office.

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, classroom, or school 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 and Student Screening

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

All employees and parents/guardians of students are required to self-screen daily for any COVID symptoms before reporting to work and school. Employees and students with any COVID symptoms must report their symptoms to their immediate supervisor (employees) and the District Nurse (employees and students). The Daily COVID health screening follows CDPH guidelines and symptoms:

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.

Anyone experiencing any of the listed symptoms or been recently exposed to anyone who tested positive for COVID-19 should:

1. Stay Home and quarantine;

2. Notify their immediate supervisor (employees) and District Nurse (employees and students);

3. **Take an Antigen Rapid COVID test. Antigen Rapid tests are available to all District employees at no cost. Drive- thru testing is available by contacting the District Nurse.**

Correction of COVID-19 Hazards

Unsafe or unhealthy classrooms, schools, work conditions, practices or procedures are 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 identified and assessed. Correction steps will be assigned by the MOT Coordinator, Nikolle Evans. Unhealthy classrooms, schools, work conditions will be corrected within 5 work days. If the severity of the correction will be longer than 5 work days, **an interim change to the affected employee(s) worksite location or classroom may be needed to correct the hazard**. Any change in worksite location or classroom will follow District policies, procedures, and agreements. The Superintendent will follow-up with the MOT Coordinator to ensure the hazard was corrected.

Controls of COVID-19 Hazards

Face Coverings

The Kernville Union School District provides clean, undamaged face coverings to all employees, students, and visitors and monitors proper wearing over the mask and mouth. All District employees are required to remind employees, students, or visitors of the face covering requirement when such individuals are not properly wearing a face covering and should report any non-compliant individuals to their supervisor or the school administrator. Refusal to wear a face covering will result in any individual's removal from the school or worksite.

The Kernville Union School District follows the most recent masking requirements issued by the California Department of Public Health (CDPH). Masks are required for all individuals in all indoor public settings regardless of vaccination status when sharing space with students.

Individuals with medical conditions should contact their supervisor (employees) and the District Nurse (employees and students) for accommodations. Face covering means a tightly woven fabric or non-woven material of at least two layers. Examples are a surgical mask, medical procedure mask, or a respirator. **Face coverings should have no visible holes or openings and must cover both the nose and the mouth. Face coverings do not include: scarves, ski masks, bandana, turtleneck, collar, or single layer of fabric.**

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

- When an employee is alone in a room or a vehicle.
- While eating or drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent feasible.
- Employees are required to wear respirators in accordance with our respirator program that meets section 5144 requirements.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Such employees will wear an effective, non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition permits it.
- Specific tasks that cannot feasibly be performed with a face covering. This exception is limited to the time in which such tasks are being performed.

Any employee not wearing a required face covering or allowed non-restrictive alternative, will be at least six feet apart from all other persons unless the unmasked employee is either fully vaccinated or tested at least weekly for COVID-19.

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

Students are required to wear a face covering in all indoor settings except while eating or directing.

Engineering controls

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

Physical barriers (plexiglass) may be provided in locations where staff may interact with the public due to the exchange of documents, etc. Physical barriers do not replace the need for face coverings or the use of Personal Protective Equipment (PPE).

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
- Utilizing CO2 monitors when available to measure air circulation
- Ensuring proper preventative maintenance is performed on all HVAC units
- Ensuring HVAC control settings maximize ventilation

All HVAC units will be installed with bi-polar ionization devices. Ionization kills COVID, other viruses, bacteria, and germs. Most older HVAC units (15 years or older) will be replaced with newer HVAC units. Weather and air quality permitting, doors or windows will be opened to maintain circulation.

Cleaning and disinfecting

We implement the following cleaning and disinfection measures for frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, phones, headsets, bathroom surfaces, and steering wheels:

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.

MOT has created and distributed to all employees a cleaning and disinfecting schedule. At the end of each day, and more frequently as needed, all classrooms, offices, and restrooms will be thoroughly cleaned and sanitized. 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.

Offices and classrooms are provided with disinfecting wipes and face masks. All staff will notify their supervisor or the MOT Coordinator when additional supplies are needed.

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

workspaces, classrooms, spaces visited by the positive case (or any individual suspected of being infected), and materials will be thoroughly disinfected, cleaned, and ventilated by trained staff wearing appropriate PPE within 24 hours and in most instances on the same day.

Cleaning will include:

Closing off areas used by the person who is sick;

Opening outside doors and windows, if possible, to increase air circulation;

Cleaning and disinfecting the immediate workspace used by the person who is sick or diagnosed with COVID-19; and common areas such as bathrooms, commonly used surfaces, or shared items if not already disinfected during routine cleaning;

Utilizing electrostatic and/or atomizing sprayers where applicable; and

Vacuuming spaces if needed.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- evaluated handwashing facilities and repaired hand washing facilities
- installed additional hand sanitizing stations through school campuses and all offices
- provided hand sanitizer has a minimum of 60% alcohol
- educated and encouraged students and staff about the importance of frequent handwashing and hand sanitizing including washing and sanitizing for at least 20 seconds to help prevent the spread of COVID-19
- providing effective hand sanitizers in offices and classrooms

MOT will monitor and refill handwashing and sanitizing supplies during daily cleaning procedures. All staff will contact their supervisor or MOT Coordinator when handwashing and sanitizing supplies need to be replenished.

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 section 3380 of the California Department of Industrial Relations regulations, and provide and ensure use of such PPE as needed.

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

The Kernville Union School District will evaluate respiratory hazard(s) in the workplace, classroom, and school and identify relevant workplace and user factors, and base respirator selection on these factors. Employees will be trained by the District Nurse on proper respirator use for the particular respiratory hazard they are exposed. Employees will be provided a copy of section 5144 (d) of Title 8 of the California Department of Industrial Relations regulations

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

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

Testing of symptomatic employees

We make COVID-19 testing available at no cost to employees and students with COVID-19 symptoms. Testing is available during the employees' paid time and students school day.

Investigating and Responding to COVID-19 Cases

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

We also ensure the following is implemented:

The Kernville Union School District will follow updated CDPH, CalOSHA , and Kern County Public Health guidance and regulations for investigating and responding to COVID-19 cases. Employees that had a close contact are offered free COVID-19 testing during their work hours and at their work site. Students are offered free COVID-19 testing during the school day. Fully vaccinated employees and students who are asymptomatic and employees who tested positive within the last 90 days and are asymptomatic are exempt from COVID-19 testing. All employees and parents/guardians are provided written notice within 24 hours of an exposure or potential exposure.

System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees and parents/guardians, in a form they can readily understand, and that it includes the following information:

- Who employees and parents/guardians should report COVID-19 symptoms, possible close contacts and hazards to, and how.

Employees and parents/guardians should report COVID-19 symptoms, possible close contacts, and hazards to the District' Nurse's office. The District Nurse can be reached at rfeiber@kernvilleusd.org or (760) 379-2621 ext. 578.

- Employees and parents/guardians of students can report symptoms, possible close contacts and hazards, without fear of reprisal.
- Employees and parents/guardians of with medical or other conditions that put them at risk of severe COVID-19 illness can request accommodations by contacting their supervisor. Parents/guardians can request accommodations for their student by contacting their school's principal.
- Access to COVID-19 testing when testing is required.

In the event investigation reveals an exposure the Kernville Union School District will engage in the following:

Inform all related employees parents/guardians they can obtain free testing at their workplace or school during work and school hours. Testing is also available in the community and Kern County. A list of testing sites can be obtained at

the Kern County Department of Public Health's website:

<https://phweb.kerncounty.com/Html5Viewer/index.html?viewer=COVID19TestingSites>

Provide periodic COVID-19 testing to all employees and students in accordance with the most recent CDPH guidance. All testing is confidential in accordance with all local, state, and federal laws. Employees and students who test positive for COVID-19 are excluded from the workplace and school. All employees and students will be excluded for exposure in accordance with the most recent CDPH guidance. KUSD follows the most recent requirements for preserving employees pay and benefits due to testing positive for COVID or exposure to COVID. Students who test positive for COVID-19 will be quarantined.

All employees are provided written notice within 24 hours of an exposure or potential exposure.

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 and students, 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' and students' medical records will also be kept confidential and not disclosed or reported without the employee's or parents'/guardians' 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.

Supervisors of exposed of COVID positive employees will be contacted so supervisors can find substitutes for such employees. The school principal and teachers will be notified so students may continue learning through independent study.

Training and Instruction

- We provide effective employee and student training and instruction that includes:
- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards, and how to participate in the identification and evaluation of COVID-19 hazards.
- Information regarding COVID-19-related benefits (including mandated sick and vaccination leave) to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
- An infectious person may have no symptoms.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19 and are most effective when used in combination.
- The right of employees that are not fully vaccinated to request a respirator for voluntary use, without fear of retaliation, and our policies for providing the respirators. Employees voluntarily using respirators will be trained according to section 5144(c)(2) requirements:
 - How to properly wear them.
 - How to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair can interfere with a seal.

- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment. Since COVID-19 is an airborne disease, N95s and more protective respirators protect the users from airborne disease, while face coverings primarily protect people around the user.
 - The conditions where face coverings must be worn at the workplace.
 - That face coverings are additionally recommended outdoors for people who are not fully vaccinated if six feet of distance cannot be maintained.
 - Employees can request face coverings and can wear them at work regardless of vaccination status and without fear of retaliation.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Information on our COVID-19 policies and how to access COVID-19 testing and vaccination, and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.

Appendix D: COVID-19 Training Roster will be used to document this training.

Exclusion of COVID-19 Cases and Employees who had a Close Contact and Return to Work and School Criteria

The Kernville Union School District follows all CDPH and Kern County COVID Guidance

Where we have a COVID-19 case or close contact in our workplace or school, we limit transmission for employees by:

- employees who tested positive for COVID-19, stay home and isolate for a minimum of 5 days. Those with improved symptoms and a negative test on day 5 or after can return to work on day 6 or after. Employees must continue to wear a well-fitting mask for 10 days. Employees who cannot test must stay home through day 10.
- employees unvaccinated and exposed to COVID-19, stay home (quarantine) for at least 5 days from last contact. Employees may test on day 5 and quarantine can end after day 5 if no symptoms are present and a negative COVID test is obtained. Employees may return on day 6. If an employee doesn't or cannot test, the employee must stay home through day 10.
- employees who are vaccinated and booster eligible but **have not** received a booster and are exposed to COVID -19, may continue to work if the employee has a negative test 3-5 days after the exposure and the employee does not have no symptoms and wears a well-fitting mask.
- employees who are fully vaccinated (boosted if eligible) and are exposed to COVID do not have to quarantine unless symptomatic. Employees may test on day 5 and will monitor for symptoms and wear a well-fitting mask.
- employees on a 5 day quarantine or isolation may return on day 6 if they had a negative COVID test on day 5 or after.
- providing employees at the time of exclusion with information on available benefits.

Where we have a COVID-19 case or close contact in our workplace or school, we limit transmission for students by:

- students who test positive for COVID-19, stay home and isolate for a minimum of 5 days. Those with improved symptoms and a negative test on day 5 or after can return to school on day 6 or after. Students must continue to wear a well-fitting mask for 10 days. Students who cannot test must stay home through day 10.
- students exposed at school to can remain at school and continue all activities including extracurricular activities. When a positive case is found in a classroom (or any indoor setting) the entire class or group of students is notified regarding the possible exposure. Exposed students may remain at school if they do the following:
 - a. get tested for COVID-19 with at least one diagnostic test obtained within 3-5 days after last exposure.
 - b. remain asymptomatic
 - c. quarantine and test if symptoms occur

- d. wear a well-fitting mask when around others
- e. isolate if they test positive

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases and outbreaks at our workplace to the Kern County Public Health Department whenever required by law, and provide any related information requested by the Kern County Public Health Department.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form as the template for keeping a record of and track all COVID-19 cases through a password protected Google sheets document.

Appendix A: Identification of COVID-19 Hazards

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

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

Person Conducting the Evaluation:

Date:

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

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

Date:

Name of Person Conducting the Inspection:

Work Location Evaluated:

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

| Exposure Controls | Status | Person Assigned to Correct | Date Corrected |
|--|--------|----------------------------|----------------|
| Administrative | | | |
| Surface cleaning and disinfection (frequently enough and adequate supplies) | | | |
| Hand washing facilities (adequate numbers and supplies) | | | |
| Disinfecting and hand sanitizing solutions being used according to manufacturer instructions | | | |

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

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

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

Appendix C: Investigating COVID-19 Cases

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

Date:

Name of Person Conducting the Investigation:

Name of COVID-19 case (employee or non-employee*) and contact information:

Occupation (if non-employee*, why they were in the workplace):

*If we are made aware of a non-employee COVID-19 case in our workplace

Names of employees/representatives involved in the investigation:

Date investigation was initiated:

Locations where the COVID-19 case was present in the workplace during the high-risk exposure period, and activities being performed:

Date and time the COVID-19 case was last present and excluded from the workplace:

Date of the positive or negative test and/or diagnosis:

Date the case first had one or more COVID-19 symptoms, if any:

Information received regarding COVID-19 test results and onset of symptoms (attach documentation):

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

- The names of those found to be in close contact.
- Their vaccination status.
- When testing was offered, including the results and the names of those that were exempt from testing because.
 - They were fully vaccinated before the close contact and do not have symptoms.
 - They returned to work per our return-to-work criteria and have remained symptom free for 90 days or, for those that never developed symptoms, for 90 days after the initial positive test.
- The names of those that were excluded per our Exclusion of COVID-19 Cases and Employees who had a Close Contact requirements.
- The names of those exempt from exclusion requirements because:
 - They were fully vaccinated before the close contact and did not develop COVID-19 symptoms.
 - They returned to work per our return-to-work criteria and have remained symptom free for 90 days or, for those that never developed symptoms, for 90 days after the initial positive test.

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:

| Names of employees that were notified: | Names of their authorized representatives: | Date |
|--|--|------|
| | | |

Independent contractors and other employers present at the workplace during the high-risk exposure period.

| Names of individuals that were notified: | Date |
|--|------|
| | |

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?

Appendix D: COVID-19 Training Roster

Date:

Person that conducted the training:

| Employee Name | Signature |
|---------------|-----------|
| | |

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

| Employee Name | Fully or Partially Vaccinated ¹ | Method of Documentation ² |
|---------------|--|--------------------------------------|
| | | |

¹Update, accordingly and maintain as confidential medical record

²Acceptable options include:

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

