

COVID-19 Prevention Program (CPP)

Evergreen Institute of Excellence

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

Date: 1/14/2021

Authority and Responsibility

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

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

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

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

Employee Participation

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

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment. Employees are also responsible for whole-hearted, genuine compliance with all aspects of this Program while performing their duties to minimize the spread of the virus at our COVID-19 Prevention Program

workplace we are asking our workers to help with our prevention efforts while at work. Specific question about this Program or COVID-19 should be directed to the Human Resources Department.

In addition to those set forth in this Program, employees must adhere to the following expectations:

- Stay at home when sick and avoid close contact with others
- Do not come to work if any member of your household is sick.
- Refrain from shaking hands, hugging, or touching others.
- Wear appropriate face coverings in the workplace, unless an exception to this requirement applies.
- Clean surfaces before and after use in common areas, and when using shared equipment.
- Avoid touching mouth, nose, and eyes.
- Wash hands with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Wash/sanitize hands multiple times daily, including before and after work; during breaks; before and after eating; after coughing, sneezing, or blowing nose; and before and after going to the restroom.
- Cover mouth and nose with a tissue when coughing or sneezing and immediately discard it after use and wash hands. If no tissues are available, cover mouth with shoulder or elbow and then wash hands.
- Avoid sharing personal items with coworkers (e.g., food, dishes, lunch boxes, gloves, etc.).
- Keep a minimum distance of 6 feet from others when possible.
- Follow all CDC, State, and local health department guidelines on use, removal, cleaning, and disinfection of face coverings.

Employee Screening

We screen our employees by:

- Employees will be asked to symptom check using CDC guidelines prior to coming into work. Employees who are sick or exhibiting symptoms of COVID-19 should not come into the workplace.
- Any employee entering the workplace shall follow directions at each zone entrance. Use disinfectant provided. Check-in using the zone specific QR code provided using the camera function on your phone, select your name or enter name if you are a visitor, record your temperature, and answer all questions. A non-contact infrared thermometer will be provided at each zone entrance.
- If your temperature is above 100.4, contact your supervisor or Human Resources. Do not proceed into the building. Employees should return home and wait for further instructions from your supervisor or HR.
- Frequent hand washing is encouraged.
- The use of hand sanitizer and disinfection shall be available upon entering the building and near all commonly touched surfaces (e.g. communal printers, copiers, microwave, refrigerator, etc.).
- Gloves will be available at the front entrance of the building for use when cleaning.
- Masks using CDC guidelines are required in communal areas (e.g. hallways, meeting rooms, and other communal areas). Visitors from the public will be required to wear masks. If you share an office space, masks are required at all times when multiple employees are in the same office. All Palm staff are required to wear masks at all times due to the office being open to the public and inability to physically distance.
- Plexiglass or other material will be placed on the front counters and workstations where six feet of social distancing is not possible. Masks must be worn at all times in areas that interact with the public, even when the public is not present in the office.
- Should the workplace experience conditions where the Tehama County Public Health Department or California Department of Public Health requires tightening modifications, employees, when possible, may be able to telework.

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:

In performing its initial worksite COVID-19 risk assessment, LEA's identified the following COVID-19 hazards and has implemented the below-listed measures in order to correct the COVID-19 hazard:

- Less than six feet distance between some workstations
- Corrective Measure — Move workstations or reassign office space to conform with a minimum of six feet distance between workstations.
- Corrective Measure — Install Plexiglas shield between workstations or counters as needed
- Corrective Measure — Social Distancing stickers have been secured to remind employees to remain six feet from other employees and their work stations.

Additionally, PPE, sanitation, and cleaning supplies distributed to all workspaces as needed along with signage to remind employees of proper practices as recommended by the public health department.

Human Resources along with Maintenance and Operations will regularly evaluate the corrective measures it has taken to correct these hazards in order to determine whether these measures are effective. In the event that the organization determines that a corrective measure was not effective, the COVID Response Team will identify and implement additional corrective measures to correct the COVID-19 hazard.

In addition, Human Resources along with Maintenance and Operations will continue to perform COVID-19 risk assessments on a regular basis in order to identify any other COVID-19 hazards that might arise at each worksite. In the event that the team identifies other COVID-19 hazards, this section of the Program will be modified to identify those hazards and the measures taken to correct the hazard.

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:

The following shall be conducted to ensure physical distancing:

- All desks and workspaces shall be at least six feet away from other workspaces.
- Upon reopening breakrooms, tables and chairs will be reduced to allow for social distancing. Please practice social distancing when using the breakroom. Employees may eat in their personal workspace.
- Only one visitor/guest will be allowed at the front desk at a time. Signage and floor markings providing instructions to guests/visitors shall be placed outside of the front entrance.
- Following the guidance of Tehama County Public Health and/or California Department of Public Health, in-person meetings may occur when a meeting cannot be held by teleconference, web conference, or if physical distancing can be maintained. The maximum capacity of all meeting rooms shall meet the guidelines for social distancing. Masks must be worn in all in-person meetings or when visiting another office.
- Masks must be worn at all times in areas that interact with the public, even when the public is not present in the office.
- To limit the number of employees at the office at one time, a rotation may be scheduled based on the needs of the office by the Administrative staff. With approval of your manager, telework may be available.

- Employees will be encouraged to stay within their assigned zone to eliminate cross-contamination in the instance of a positive COVID-19 case. The increased use of phone calls, emails, scanning and sending paperwork via email, Zoom conversations, Google messenger, etc., are encouraged.

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.

Masks using CDC guidelines are required in communal areas (e.g. hallways, meeting rooms, and other communal areas). Visitors from the public will be required to wear masks. If you share an office space, masks are required at all times when multiple employees are in the same office. Some staff may be required to wear masks at all times due to the office being open to the public and inability to physically distance.

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.

Engineering controls

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

Face coverings are required

Plexiglas/plastic partitions may be installed as needed and appropriate.

Employees may be reassigned to a different workspace to achieve six feet separation.

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

Maintenance and Operations will monitor, in accordance with Cal/OSHA requirements, HVAC systems to ensure appropriate air movement and filtration on a regular basis.

For indoor locations, Maintenance and Operations will evaluate how to maximize the quantity of outdoor air and whether it is possible to increase filtration efficiency to the highest level compatible with the existing ventilation system.

Cleaning and disinfecting

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

The COVID-19 Team, which includes the Director of Maintenance and Operations, has instituted regular housekeeping practices, which includes cleaning and disinfecting common surfaces, workplace common areas, frequently used tools and equipment, and other frequently touched surfaces and objects (e.g. doorknobs, equipment, tools, handrails, handles, controls, bathroom surfaces, and steering wheels) in the workplace in accordance with current CDC guidelines. Employees should regularly do the same in their assigned work areas.

Established procedures to routinely clean and disinfect commonly touched surfaces and objects (e.g., door handles, flat surfaces, handrails, restrooms, etc.) throughout the workday, including:

- Using disinfectants that are EPA approved for use against the virus that causes COVID-19.
- Providing EPA-registered disposable wipes for employees to wipe down commonly used surfaces before and after use.
- Following the manufacturer's instructions for all cleaning and disinfection products (e.g., safety requirements, protective equipment, proper dilution, contact time).
- Following safe work practices such as never mixing products together and using adequate ventilation.
- Cleaning visibly dirty surfaces first before disinfection. Disinfectants are less effective if used on soiled surfaces.
- Ensuring there are adequate supplies to support cleaning and disinfection practices, including cleaning products and tools and chemical resistant gloves. Make sure disinfectants are available to workers throughout the worksite.
- Shared equipment shall be cleaned and sanitized before and after use by each individual employee using the equipment.
- Shared spaces shall be equipped with hand sanitizer and disinfection products.
- Products shall be approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions and Cal/OSHA requirements.
- Employees are encouraged to routinely clean frequently touched surfaces in their workspace, such as keyboards, mice, telephones, desks

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

After being informed that an employee has tested positive for COVID-19, custodial shall immediately clean and disinfect all areas at the worksite accessed by the sick employee and all materials, tools, equipment, and commonly touched surfaces used by the sick employee during the high-risk exposure period.

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 station containing shared equipment will be provided with disinfecting product(s), approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list, and follow product instructions and Cal/OSHA requirements. Before each use of shared equipment such as phones, headsets, desks, keyboards, writing materials, copy machines, instruments and tools, employees will utilize the provided disinfectant to sanitize the shared equipment. Employees will be trained on the appropriate safety procedures as recommended by the CDC. After being informed that an employee has tested positive for COVID-19, Maintenance shall immediately clean and disinfect all areas at the worksite accessed by the sick employee and all materials, tools, equipment, and commonly touched surfaces used by the sick employee during the high-risk exposure period.

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:

The COVID-19 Team has evaluated the organizations existing handwashing facilities and has (1) determined that the number of handwashing facilities is sufficient so that hand-washing facilities are readily accessible to all employees at all times. The organization encourages all employees to wash their hands frequently and has adjusted productivity expectations to allow extra time for employees to thoroughly and frequently wash their hands.

To ensure that employees have ample opportunity to properly wash their hands, the organization has:

- Purchased single-use towels and additional soap.
- Provide hand sanitizer throughout worksites.
- Placed additional handwashing supplies as close to work areas and break areas as possible to allow for frequent handwashing.
- The use of hand sanitizer and disinfection stations shall be available upon entering the building and near all commonly touched surfaces (e.g. communal printers, copiers, microwave, refrigerator, etc.).
- The provided hand sanitizer will meet the recommendations from CDC and Public Health.
- Employees will be encouraged to wash their hands for at least 20 seconds each time.
- Gloves will be available at the front entrance of the building or assigned zone entrance for use when cleaning.

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:

The LEA has developed and implemented the following process to screen employees for COVID-19 symptoms and to prevent an employee who is exhibiting COVID-19 symptoms from entering the workplace. We screen our employees by:

Self-screening at home prior to coming to the workplace

Self-screening utilizing the health protocol (electronic reporting or paper sign-in) upon entry to the appropriate zone based on department or office location with the worksite. (Temperature check, symptom questions, exposure questions)

Human Resources monitors the daily health screening data to determine the risk of an employee entering the worksite with symptoms or exposure to COVID-19.

Human Resources will immediately contact any employee who reports symptoms or exposure to COVID-19 and discuss the next appropriate steps that may include immediately separating the employee from other employees to stop additional exposure, rapid testing on-site, recommended testing as described above, self-quarantine as recommended by the public health department.

If an employee starts feeling sick and/or experiencing symptoms of illness associated with the COVID-19 virus during the workday, the employee is required to:

Immediately report the symptoms to your supervisor and/or to Human Resources.

- NOTE: If you are experiencing severe symptoms and require urgent medical attention, advise your supervisor and/or Human Resources so that they can call 911.

1. Your supervisor and/or Human Resources will direct you to leave work.
2. Provide your most recent contact information, including home or mobile telephone numbers, to your supervisor before leaving the workplace.
3. Avoid close contact with other employees while at and when leaving the workplace.

If you believe that one of your coworkers may be exhibiting symptoms of illness associated with the COVID-19 virus, please contact Human Resources. Human Resources will:

1. Contact the employee and ask the employee if the employee is feeling well.
2. If the employee indicates that the employee is feeling sick, Human Resources will ask the employee for the employee's most recent contact information, including home or mobile telephone numbers, and instruct the employee to go home and contact the employee's healthcare provider.
3. Arrange for the sick employee's workstation and all common areas to be immediately cleaned and disinfected following CDC guidelines using proper disinfection procedures and appropriate personal protective equipment.

If a supervisor is informed that an employee is feeling sick and/or experiencing symptoms of illness associated with the COVID-19, the supervisor is required to:

1. Ask the employee for the employee's most recent contact information, including home or mobile telephone numbers.
 - NOTE: If the employee is experiencing severe symptoms and requires urgent medical attention, call 911 and notify the dispatcher that the distressed employee may have COVID-19 symptoms, so that emergency medical service responders may use appropriate precautions.
2. Instruct the employee to leave work immediately and to avoid close contact with other employees when leaving the workplace
3. Immediately report the employee's illness and departure to Human Resources.

If Human Resources is informed that an employee is feeling sick and/or experiencing symptoms of illness associated with the COVID-19, Human Resources is required to:

1. Ask the employee for the employee's most recent contact information, including home or mobile telephone numbers.
 - NOTE: If the employee is experiencing severe symptoms and requires urgent medical attention, call 911 and notify the dispatcher that the distressed employee may have COVID-19 symptoms, so that emergency medical service responders may use appropriate precautions.
- Instruct the employee to leave work immediately and to avoid close contact with other employees when leaving the workplace.
2. Instruct the employee to follow the CDC-recommended steps for individuals to follow if they are sick ("What To Do If You Are Sick" available here: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>).
3. Inform the employee that the employee cannot return to work until the employee meets the criteria set forth in [Exclusion Of Covid-19 Cases From The Worksite And Return To Work Criteria] (below) are met.
4. Contact the employee's supervisor and advise the supervisor that the employee was sent home because the employee was ill and/or experiencing symptoms associated with COVID-19.

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:

All employees are required to notify their supervisor, manager, and/or Human Resources, through a phone call or email, immediately if any of the following occur:

- If they are experiencing any COVID-19 symptoms. A complete list of COVID-19 symptoms is available at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.
- If they have been exposed to, or potentially exposed to COVID-19 outside of work.
- Any and all unsafe conditions or violations of TCDE's COVID-19 Safety Protocols in order to minimize the potential illness to others.
- Any and all possible COVID-19 hazards in the workplace.

The LEA will not discharge, threaten to discharge, demote, suspend, reduce other employee benefits, or in any manner discriminate or take adverse action against any employee who makes a report pursuant to this requirement.

- 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:

Employees who are at an increased risk of COVID-19 are encouraged to speak with Human Resources to discuss appropriate reasonable accommodations that may be available. The LEA will engage in an interactive process to determine if the organization can reasonably accommodate these individuals so that they can perform the essential functions of a job unless doing so is an undue hardship or causes a direct threat to workplace safety. Please contact Human Resources with any questions, any requests for accommodation, and/or any questions about available COVID-19 testing options.

- 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.

Employees who are ill and/or exhibiting symptoms of illness associated with the COVID-19 virus are instructed not to report to work. Instead, they are strongly encouraged to call their health care provider and arrange to be tested for COVID-19. Employees should ask their health care provider for recommendations of locations and/or clinics where COVID-19 testing is available.

Upon receiving the test results, employees should immediately notify Human Resources and advise them of the test result.

If the local health department identifies a worksite as the location of a COVID-19 outbreak or when there are three or more COVID-19 cases in a worksite within a 14-day period, The LEA shall immediately provide access to COVID-19 testing to all employees who were physically present at the exposed workplace during the period of an outbreak identified by the local health department or the relevant 14-day period. The COVID-19 testing shall be provided at no cost to employees during employees' working hours.

COVID-19 testing shall consist of the following:

- All employees in the exposed work site shall be tested and then tested again one week later.
- After the first two COVID-19 tests, The LEA shall provide continuous access to COVID-19 testing of employees who remain at the worksite at least once per week, or more frequently if recommended by the local health department until such time that the COVID-19 testing is no longer required.
- Continuous COVID-19 testing of employees will end once there are no new COVID-19 cases detected at the worksite for a 14-day period.

Employees who had COVID-19 exposure shall be excluded from the workplace and may not to work until the criteria outlined in [Exclusion Of Covid-19 Cases From The Worksite And Return To Work Criteria] are met.

If there is a major COVID-19 outbreak at the worksite (i.e. when there are twenty (20) or more COVID-19 cases in a worksite within a 30-day period), the LEA shall provide access to COVID-19 testing to all employees who were physically present at the exposed workplace during the period of an outbreak identified by the local health department or the relevant 30-day period. The COVID-19 testing shall be provided at no cost to employees during employees' working hours.

COVID-19 testing shall consist of the following:

- All employees in the exposed work site shall be tested twice a week, or more frequently if recommended by the local health department until such time that the COVID-19 testing is no longer required.
- 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.

The COVID-19 Team has performed a detailed risk assessment of each worksite in order to identify and evaluate potential COVID-19 exposure hazards present in each worksite.

The LEA will allow for employee and authorized employee representatives to participate in the identification and evaluation of COVID-19 hazards. The LEA has involved its employees in the risk assessment process by working as a team to develop, implement, and evaluate the COVID-19 policies and procedures.

The COVID-19 Team's risk assessment included the following elements:

1. Conducting workplace-specific evaluations.
2. Identifying all interactions, areas, activities, processes, equipment, and materials in each worksite that could potentially expose employees to COVID-19 hazards; including:
 - Identifying all places and times when employees may congregate or come in contact with one another in each worksite during the workday — such as during meetings or training and/or in and around entrances, employee work stations, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas
 - Evaluating employees' potential workplace exposure to any individuals who may enter the worksite
 - Evaluating how individuals enter, leave, and travel through the worksite and/or between fixed work stations
3. For all indoor locations, evaluating how to maximize the quantity of outdoor air and whether it is possible to increase filtration efficiency to the highest level compatible with the existing ventilation system.
4. Reviewing all applicable orders and guidance from the CDC, the State of California, and the local health department related to COVID-19 hazards and prevention, including information of general application and information specific to each location, procedures, processes, and operations.
5. Evaluating the COVID-19 prevention controls that the organization has already implemented in each worksite and determining whether there is a need for different and/or additional controls. This evaluation includes but is not limited to the following controls already implemented by the organization:
 - Protocols for correcting COVID-19 hazards
 - Physical/social distancing protocols
 - Face covering protocols
 - Any other engineering controls, administrative controls, and/or PPE implemented by the organization to eliminate COVID-19 hazards

The COVID-19 Team will continue to conduct the above-described COVID-19 risk assessment on a regular basis and will conduct periodic inspections of each worksite 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 the organization's COVID-19 policies and procedures. The COVID-19 Team will update this Program as necessary based on any new findings and/or determinations reached in the ongoing risk assessments.

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.

Management and supervisors ensure employees, prior to the beginning of work assignment and as needed thereafter, participate in COVID-19 training in a language that is readily understandable by all employees through virtual training.

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

The organization stresses the importance of employees staying home if either they or anyone they live with is sick and/or has tested positive for COVID-19. Employees who develop COVID-19 or other flu-like symptoms are required to remain at home and may not return to work until the following return to work requirements are met. (Please note: A negative COVID-19 test shall not be required for an employee to return to work.)

1. Employee Exhibiting COVID-19 Symptoms, But Tests Negative For COVID-19

If an employee exhibits COVID-19 symptoms but tests negative for COVID-19, the employee must remain at home until the employee is symptom-free for 24 hours without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). The LEA will similarly require an employee that reports to work with symptoms (but tests negative for COVID-19) to return home until they are symptom-free for 24 hours.

2. Employee Tests Positive for COVID-19

An employee who tests positive for COVID-19 will be directed to self-quarantine away from work.

a. Employee Remains Symptom-Free

An employee who tests positive for COVID-19, but remains symptom-free may return to work when at least ten (10) days have passed since the date of specimen collection of the employee's first positive COVID-19 test.

b. Employee Experiences COVID-19 Symptoms

An employee who tests positive for COVID-19 and experiences COVID-19 symptoms may return to work when the following occur:

- At least twenty-four (24) hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications;
- The employee's COVID-19 symptoms have improved; and
- At least ten (10) days have passed since COVID-19 symptoms first appeared.

Employees who test positive and have been hospitalized may return to work when directed to do so by their medical care provider. TCDE may require an employee to provide documentation clearing their return to work.

B. Employees Who Were Exposed At The Worksite To An Employee Who Has Tested Positive For COVID-19

Employees who were exposed at the worksite to a person who has tested positive for COVID-19 are required to remain at home and may not return to work for 10 days after the last known COVID-19 exposure to a COVID-19 case.

After the 10-day quarantine period has passed, exposed, asymptomatic employees may return to work, but are required to take the following precautions:

- Adhere strictly to all CDC-recommended non-pharmaceutical interventions, including wearing face coverings at all times (both at work and when outside the home) and maintaining a distance of at least 6 feet from others through Day 14 after last exposure;
- Use surgical face masks at all times during work for those returning after Day 7 and continue to use face coverings when outside the home through Day 14 after last exposure; and
- Self-monitor for COVID-19 symptoms through Day 14 and if symptoms occur, immediately self-isolate and contact their local public health department or healthcare provider and seek testing.

C. Employees Excluded From Work Due To COVID-19, But Otherwise Able To Work

To the extent that their job duties can be performed remotely, employees who are excluded from work (see above), but are otherwise able and available to work, may be allowed to perform their work duties from home, on a remote basis, until they are able to return to work in accordance with the above return to work criteria. This option will be evaluated on an individual basis between the Supervisor and the employee.

For employees who are otherwise able and available to work, but their job duties cannot be performed remotely, the LEA will continue and maintain the excluded employee's earnings, seniority and benefits in accordance with the LEA's COVID-19 Policy on Pay & Benefit Continuation while the employee is off work unless one or both of the following occur:

- The employee is unable to work for reasons other than protecting persons at the workplace from COVID-19 transmission, and/or
- The LEA can demonstrate the exposure was not work-related.

Your supervisor and/or Human Resources will advise you if your job duties can be performed remotely and, if applicable, will provide you with relevant information concerning your remote work.

If an employee is ordered to isolate or quarantine by a local or state health official, the employee shall 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 shall be 10 days from the time the order to isolate was effective, or 10 days from the time the order to quarantine was effective.

After the 10-day quarantine period has passed, exposed, asymptomatic employees may return to work, but are required to take the following precautions:

- Adhere strictly to all CDC-recommended non-pharmaceutical interventions, including wearing face coverings at all times (both at work and when outside the home) and maintaining a distance of at least 6 feet from others through Day 14 after last exposure;
 - Use surgical face masks at all times during work for those returning after Day 7 and continue to use face coverings when outside the home through Day 14 after last exposure; and
 - Self-monitor for COVID-19 symptoms through Day 14 and if symptoms occur, immediately self-isolate and contact their local public health department or healthcare provider and seek testing.
- 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.

Human Resources shall report information about COVID-19 cases at the workplace to the local health department whenever required by law, and shall provide any related information requested by the local health department.

The employer shall report immediately to Cal/OSHA any COVID-19-related serious illnesses or death of an employee occurring at the worksite.

Human Resources shall maintain records of the steps taken to implement the written COVID-19 Prevention Program. The organization's written COVID-19 Prevention Program has been distributed to all employees and shall be made available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.

Human Resources shall keep a record of and track all COVID-19 cases with the employee's name, contact information, occupation, the location where the employee worked, the date of the last day at the workplace, and the date of a positive COVID-19 test using Appendix C: Investigating COVID-19 Cases form. Medical information shall be kept confidential. The information shall be made available to employees, authorized employee representatives, or as otherwise required by law, with any and all personal identifying information removed.

Human Resources will record information as required on its Log of Work-Related Injuries and Illnesses (Log 300)

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 99.5 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.

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:

Date:

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

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

Appendix B: COVID-19 Inspections

Date:

Name of Person Conducting the Inspection:

Work Location Evaluated:

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

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

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			

Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Date:

Name of Person Conducting the Investigation:

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

Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):	
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Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:			
All employees who may have had COVID-19 exposure and their authorized representatives.	Date:		
	Names of employees that were notified:		
Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:		
	Names of individuals that were notified:		
What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?		What could be done to reduce exposure to COVID-19?	
Was local health department notified?		Date:	

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

Appendix D: COVID-19 Training Roster

Date:

Name of Person Conducting the Training:

Employee Name	Signature

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:

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.