

# **COVID-19 Prevention Program (CPP)**

## **Happy Valley Union Elementary School District**

This CPP is designed to control employees' exposures to the SARS-CoV-2 virus (severe acute respiratory syndrome coronavirus 2) that causes COVID-19 (Coronavirus Disease 2019) that may occur in our workplace.

**Date:** May 13, 2022

### **Authority and Responsibility**

Happy Valley Union Elementary School District 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.
  - Document the vaccination status of our employees by using Appendix E: Documentation of Employee COVID-19 Vaccination Status, which is maintained as a confidential medical record.
  - Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
  - Develop COVID-19 policies and procedures to respond effectively and immediately to individuals at the workplace who are a COVID-19 case to prevent or reduce the risk of transmission in the workplace
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- 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 and evaluate 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:

Utilizing email, staff meetings, and work order protocols to request PPE, communicate repairs, identify solutions to exposure areas, and request purchases or accommodations to remove hazards.

The custodian and principal/superintendent used Appendix B to evaluate the facility for COVID exposures.

## **Employee Screening**

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

Employees will self-screen according to CDPH guidelines prior to entering a work/school site.

The school will:

- \* complete daily visual checks,
- \* take temperatures, as needed,
- \* and test staff members on-site.

## **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:

See Appendix B.

The principal and the custodian will complete Appendix B and work together to correct any exposures immediately. Staff will be asked to report any exposures immediately so the principal and custodian can correct the exposure.

The severity of the hazard will be assessed and correction time frames assigned, accordingly.

A COVID Coordinator facilitates all things COVID (quarantines, notifications, testing, etc.)

Individuals are identified as being responsible for timely correction.

Follow-up measures are taken to ensure timely correction.

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

### **Face Coverings**

We provide clean, undamaged face coverings and ensure they are properly worn by employees that are not fully vaccinated when they are indoors or in vehicles, and where required by orders from the California Department of Public Health (CDPH).

Changes were made to face covering requirements (Cal. Code Regs., tit. 8, § 3205(c)(6))

After March 11, 2022, the universal masking requirement for K-12 and Childcare settings terminated.

CDPH currently strongly recommends that individuals in these settings continue to mask in indoor settings. Masking will continue to be an important layer of protection along with the continued recommendations around vaccinations, testing and ventilation, to keep schools a safe environment, even as case rates and hospitalizations decline.

Face shields are available for staff members, upon request.

Disposable masks and N-95 will be available if an employee chooses to wear a face covering.

In addition, employees can request face coverings from the employer at no cost to the employee and can wear them at work, regardless of vaccination status, without fear of retaliation, as specified in section 3205(c)(5)(J).

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.
- When 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. If their condition does not permit it, then the employee will be at least six feet apart from all other persons and either fully vaccinated or tested at least weekly for COVID-19.
- 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 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.

Face coverings will also be provided to any employee that requests one, regardless of their vaccination status.

### **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:

Partitions/barriers. Employers no longer need to consider the use of barriers or partitions to reduce COVID-19 transmission in outbreaks. These requirements have been deleted. (Cal. Code Regs., tit. 8, § 3205.1(d)(3))

### **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:

Although we will continue to maintain our cleaning protocols, the cleaning and disinfecting requirements for COVID were deleted (Cal. Code Regs., tit. 8, § 3205(c)(7))

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

Cleaning and disinfecting requirements were deleted and no longer required. (Cal. Code Regs., tit. 8, § 3205(c)(7))

### **Hand sanitizing**

In order to implement effective hand sanitizing procedures, we:

Evaluating and installing hand-sanitizer stations throughout the schools.

Distributing hand-sanitizer and soap in every classroom and common areas.

Signage about proper hand washing is posted.

Encouraging hand washing before students eat and after recess.

Modeling proper hand washing protocols with students.

Encouraging and allowing time for employee and student hand washing.

Providing employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).

Encouraging employees and students to wash their hands for at least 20 seconds each time.

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

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

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.

Upon request, we will provide respirators for voluntary use to all employees regardless of vaccination status and who are working indoors or in vehicles with more than one person.

All employees have necessary PPE to fulfill their job duties (including eye protection and respiratory protection when necessary) The district has ample supply of face masks, face shields with drapes, gloves, goggles and disposable gowns for identified personnel assisting with health protocols.

Partitions/barriers. Employers no longer need to consider the use of barriers or partitions to reduce COVID-19 transmission in outbreaks. These requirements have been deleted. (Cal. Code Regs., tit. 8, § 3205.1(d)(3))

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 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 all employees who had close contact in the workplace and have COVID-19 symptoms, during employees' paid time.

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

We have developed effective procedures 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:

COVID-19 testing must be made available to all employees with COVID-19 symptoms. As with respirators, this now applies to all employees regardless of vaccination status whereas previously it only applied to unvaccinated employees (Cal. Code Regs., tit. 8, § 3205(c)(7)(D)).

Exclusion of employees who had close contact. The detailed prescriptive requirements for exclusion of employees after close contact have been deleted. Instead, employers must review CPDH guidelines for employees who had close contact and implement quarantine and other measures in the workplace to prevent COVID-19 transmission in the workplace. This allows for greater flexibility in the regulations (Cal. Code Regs., tit. 8, § 3205(c)(9)). For more information, please  
COVID-19 Prevention Program

refer to the section on CDPH's Isolation and Quarantine Guidance in the general FAQs, and to Cal/OSHA's fact sheet on quarantine and isolation.

**Exclusion of employees with COVID-19.** The requirements for employees who test positive for COVID-19 have been updated to reflect the most recent April 6, 2022 CDPH Isolation and Quarantine Guidance. Regardless of vaccination status, employees who test positive can return to work after 5 days if the employee has a negative test, symptoms are improving, and they wear a face covering at work for an additional 5 days. Otherwise most employees can return after 10 days. (Cal. Code Regs., tit. 8, § 3205(c)(10)). For more information, please refer to the section on CDPH's Isolation and Quarantine Guidance in the general FAQs, and to Cal/OSHA's fact sheet on quarantine and isolation.

## Outbreaks

**Testing and Exclusion.** Employees who had close contacts must test negative or be excluded from the workplace until the return to work requirements for COVID-19 cases in are met. (Cal. Code Regs., tit. 8, § 3205.1(b)(2)(C))

**Partitions/barriers.** Employers no longer need to consider the use of barriers or partitions to reduce COVID-19 transmission in outbreaks. These requirements have been deleted. (Cal. Code Regs., tit. 8, § 3205.1(d)(3))

## Major Outbreaks

**Testing and Exclusion.** All employees in the exposed group must test negative or be excluded from the workplace until the return to work requirements for COVID-19 cases in are met. (Cal. Code Regs., tit. 8, § 3205.2(b))

**Partitions/barriers.** Similar to the regular outbreak section, partition and barrier requirements have also been deleted and are no longer required. (Cal. Code Regs., tit. 8, § 3205.2(c))

## System for Communicating

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

- Who employees should report COVID-19 symptoms and possible hazards to, and how:

Employees will report illness to our COVID 19 Coordinator and Principal for planning of adequate staffing and to identify if the symptom is a COVID identified symptom and if isolation/quarantine is necessary. If the illness is identified as a COVID symptom, the employee will be counseled on isolation/quarantine, return to work date, and report the absence in Ready Sub and prepare lesson plans.

Our COVID 19 Coordinator will work with the Principal to notify the local public health department of an outbreak and send notifications to staff, students, and parents.

All employees will receive regular up to date communication via email and/or school messenger for District wide applicable communication. Additionally, site and district communication will be sent to staff and families regarding positive COVID cases.

Employees can report any immediate concerns to the site Administrator and Head Custodian.

- That employees can report symptoms and hazards without fear of reprisal.
- How employees with medical or other conditions that put them at increased risk of severe COVID-19 illness can request accommodations.
- Access to COVID-19 testing when testing is required:

COVID-19 testing will continue to be made available to all employees with COVID-19 symptoms. (Cal. Code Regs., tit. 8, § 3205(c)(7)(D)).

- The 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.

With the help of the COVID Coordinator, staff will be provided with options for on-site testing.

The site Administrator will communicate with their site employees that were exposed or involved in an outbreak designation and plan the for testing.

This communication will be followed up within 24 hours with the formal notice.

Testing will be offered on site within 24 hours for exposed employees or in an outbreak.

Information about COVID-19 hazards has been communicated through signage, notes, and calls home, as well as various technology notifications.

Templated notifications have been developed and distributed.

Record keeping procedures are in place, and employees and students are notified when they are required to quarantine and for what duration.

The staff has received training in social distancing, mask wearing, frequent hand washing and sanitizing, and confidentiality requirements. They have been instructed to contact the COVID Coordinator if experiencing symptoms or believe they are a close contact. Staff will be provided with options for testing on-site.

Communication will be sent via email or school messenger to affected employees and/or student's families within one day of known exposure. On-going District communication will be provided via website and/or School Messenger.

## **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, 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.



Maintenance and custodial personnel are trained to use equipment for cleaning and sanitizing at the school sites.

**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 that had a close contact from the workplace until our return-to-work criteria have been met, with the following exceptions:
  - Employees who were fully vaccinated before the close contact and who do not develop COVID-19 symptoms, provided they wear a face covering and maintain six feet of physical distance from others in the workplace for 14 days following the last date of close contact.
  - COVID-19 cases who returned to work per our return-to-work criteria and have remained free of COVID-19 symptoms do not need to be excluded from the workplace for 90 days after the initial onset of COVID-19 symptoms, provided they wear a face covering and maintain six feet of distance from others in the workplace for 14 days following the last date of close contact.
  - COVID-19 cases who returned to work per our return-to-work criteria who never developed COVID-19 symptoms do not need to be excluded from the workplace for 90 days after the first positive test, provided they wear a face covering and maintain six feet of distance from others in the workplace for 14 days following the last date of close contact.
- If we do not exclude an employee who had a close contact as permitted by the above three exceptions, we will provide the employee with information about any applicable precautions recommended by CDPH for individuals with close contact.
- For employees excluded from work, continuing, and maintaining employees' earnings, wages, seniority, and all other employees' rights and benefits. This will be accomplished by

Access to district provided sick leave

Access to differential pay when eligible

Access to another other federal and/or state provided COVID-19 leave (when applicable)

Coordination with other benefits if the employee is entitled to such benefits such as disability leave

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

## **Reporting, Recordkeeping, and Access**

It is our policy to:

- Report information about COVID-19 cases and outbreaks at our workplace to the local health department whenever required by law, and provide any related information requested by the local 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 to keep a record of and track all COVID-19 cases.

## Return-to-Work Criteria

- **COVID-19 cases with symptoms** will not return to work until all the following have occurred:
  - At least 24 hours have passed since a fever of 100.4 °F. or higher has resolved without the use of fever-reducing medications, and
  - COVID-19 symptoms have improved, and
  - At least 10 days have passed since COVID-19 symptoms first appeared.
- **COVID-19 cases who tested positive but never developed 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 once the requirements for “cases with symptoms” or “cases who tested positive but never developed symptoms” (above) have been met.
- Persons who had a close contact may return to work as follows:
  - Close contact but never developed symptoms: after 14 days have passed since the last known close contact unless either of the following exceptions apply:
    - Ten days have passed since the last known close contact and the person wears a face covering and maintains six feet of physical distance from others while at the workplace for 14 days following the last date of close contact.
    - Seven days have passed since the last known close contact; the person tested negative for COVID-19 using a COVID-19 test with the specimen taken at least five days after the last known close contact; and the person wears a face covering and maintains six feet of physical distance from others while at the workplace for 14 days following the last date of close contact.
  - Close contact with symptoms: when the “COVID-19 cases with symptoms” criteria (above) have been met.
- If an order to isolate, quarantine, or exclude 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.

Superintendent, Shelly Craig

May 13, 2022

**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, 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:** Principal/Maintenance Supervisor/Direct Supervisor

**Date:** Daily

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

Shelly Craig, Karen Maki, Robin Barrie, Larra Snyder, Doug O'Brien

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
Classrooms	Daily between classes	Students, teachers, support staff	Spacing, gloves when needed, ventilation filters changed, partitions during interventions, and when proper spacing isn't possible, daily cleaning, UV sanitation, students and all staff wear masks at all times
Transitions	Hallways and lines outside classroom	Students, teachers, support staff	Clearly marked spacing for student lines and clearly marked directions for the flow of student traffic, students and all staff wear masks at all times
Food services	Daily on an adjusted schedule	Food services personnel, custodial staff, students, teachers, support staff	Clearly marked seating, directions for traffic flow ingress and egress, gloves for serving, individual meals with no options, daily cleaning between student use, staff wear masks at all times

Library services	Weekly schedule	Teachers, students, support staff	Daily cleaning, UV sanitation, schedule for limited use according to the cohort, students and all staff wear masks at all times
Playground/play equipment	Daily	Students	Daily cleaning, schedule for limited use according to cohort, students and staff wear masks when not safely distanced
Drop off and pick up	Daily on adjusted schedule	Students, all staff	All students enter practicing safe distance and are temperature-checked upon entry, students line up using safe distancing and are called to exit individually, students and staff wear masks at all times
Busing	Daily	Students, drivers	Students sit two per seat in a specific seating arrangement, students, staff, and drivers wear PPE at all times
Meetings	Periodically when essential	Students, staff, teachers, service providers, family members	All participants follow all safety protocols and practice safe distancing
See Re-Opening Plan for a detailed account for safe practices			

## Appendix B: COVID-19 Inspections

**Date:** August 2019

**Name of Person Conducting the Inspection:** Shelly Craig/Robin Barrie/Karen Maki

**Work Location Evaluated:** Happy Valley Primary School, Happy Valley Elementary School, Happy Valley Community Day School

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Ventilation (amount of fresh air and filtration maximized)	Good	Maintenance Team	August 2020
Additional room air filtration	Good	Maintenance Team	August 2020

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Administrative</b>			
Surface cleaning and disinfection (frequently enough and adequate supplies)	Good	Custodians	August 2020 and ongoing
Hand washing facilities (adequate numbers and supplies)	Good	Custodians	August 2020 and ongoing
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions	Good	Custodians	August 2020 and ongoing

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>PPE</b> (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)	Good	Principal/Staff	August 2020 and ongoing
Gloves	Good	Principal/Staff	August 2020 and ongoing
Face shields/goggles	Good	Principal/Staff	August 2020 and ongoing
Respiratory protection	Good	Principal/Staff	August 2020 and ongoing

\*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

COVID-19 Prevention Program

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:** As needed

**Name of Person Conducting the Investigation:** COVID Liaison using data collection spreadsheet

<b>Name of COVID-19 case (employee or non-employee*) and contact information:</b>		<b>Occupation (if non-employee, why they were in the workplace):</b>	
<b>Names of employees/representatives involved in the investigation:</b>		<b>Date investigation was initiated:</b>	
<b>Locations where the COVID-19 case was present in the workplace during the high-risk exposure period, and activities being performed:</b>		<b>Date and time the COVID-19 case was last present and excluded from the workplace:</b>	
<b>Date of the positive or negative test and/or diagnosis:</b>		<b>Date the case first had one or more COVID-19 symptoms, if any:</b>	
<b>Information received regarding COVID-19 test results and onset of symptoms (attach documentation):</b>			

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 returned to work per our return-to-work criteria and have remained symptom free for 90 days (or a different period than 90 days if it is required by a CDPH regulation or order) or, for those that never developed symptoms, for 90 days (or a different period than 90 days if it is required by a CDPH regulation or order) after the initial positive test.
- The names of those close contacts that were excluded per our Exclusion of COVID-19 Cases and Employees who had a Close Contact requirements.
- The names of those close contacts exempt from exclusion requirements because:
  - They were fully vaccinated before the close contact and did not develop COVID-19 symptoms, and are required to wear a face covering and maintain six feet of distance from others at the workplace for 14 days following

the last date of close contact.

- They returned to work per our return-to-work criteria and have remained symptom free, and are required to wear a face covering and maintain six feet of physical distance from others at the workplace for 14 days following the last date of close contact.
- They never developed symptoms and are required to wear a face covering and maintain six feet of physical distance from others at the workplace for 14 days following the last date of close contact.




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

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

## Appendix D: COVID-19 Training Roster

**Date:** August 3-11, 2019

**Name of Person Conducting the Training:** Shelly Craig, Robin Barrie

Employee Name	Signature
Reviewed opening plan and safety protocols with all teachers and staff. Two days of training and planning took place prior to re-opening the schools in our district.	

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

Employee Name	Fully or Partially Vaccinated	Method of Documentation

1. Update, accordingly and maintain as confidential medical record. T8CCR section 3205(b)(9) definition of “fully vaccinated” will be applied.

2. Acceptable 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.

## **Additional Consideration #1**

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

This addendum will stay in effect until there are no new COVID-19 cases detected in the exposed group for a 14-day period.

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

We provide COVID-19 testing at no cost to all employees, during paid time, in our exposed group except for:

- Employees who were not present during the relevant 14-day period.
- COVID-19 cases who did not develop symptoms after returning to work pursuant to our return-to-work criteria, no testing is required for 90 days after the initial onset of symptoms or, for COVID-19 cases who never developed symptoms, 90 days after the first positive test.

COVID-19 testing consists of the following:

- All employees in our exposed group are immediately tested and then again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine, isolation, or exclusion period required by, or orders issued by, the local health department.
- After the first two COVID-19 tests, we continue to provide COVID-19 testing once a week of employees in the exposed group who remain at the workplace, 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 provide additional testing when deemed necessary by Cal/OSHA.

We continue to comply with the applicable elements of our CPP, as well as the following:

1. Employees in the exposed group wear face coverings when indoors, or when outdoors and less than six feet apart (unless one of the face-covering exceptions indicated in our CPP apply).
2. We give notice to employees in the exposed group of their right to request a respirator for voluntary use if they are not fully vaccinated.
3. We evaluate whether to implement physical distancing of at least six feet between persons, or where six feet of physical distancing is not feasible, the need for use of cleanable solid partitions of sufficient size to reduce COVID-19 transmission.

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

We 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 is documented and includes:

- 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.

#### **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, 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, if so, implement their use to the degree feasible.

## **Additional Consideration #2**

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

This addendum will stay in effect until there are fewer than three COVID-19 cases detected in our exposed group for a 14-day period.

We continue to comply with the Multiple COVID-19 Infections and COVID-19 Outbreaks addendum, except that the COVID-19 testing, regardless of vaccination status, is made available to all employees in the exposed group twice a week, or more frequently if recommended by the local health department.

In addition to complying with our CPP and Multiple COVID-19 Infections and COVID-19 Outbreaks addendum, we also:

- Provide employees in the exposed group with respirators for voluntary use in compliance with section 5144(c)(2) and determine the need for a respiratory protection program or changes to an existing respiratory protection program under section 5144 to address COVID-19 hazards.
  - Separate by six feet (except where we can demonstrate that six feet of separation is not feasible and there is momentary exposure while persons are in movement) any employees in the exposed group who are not wearing respirators required by us and used in compliance with section 5144. When it is not feasible to maintain a distance of at least six feet, individuals are as far apart as feasible
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- Install cleanable solid partitions that effectively reduce transmission between the employee and other persons at workstations where an employee in the exposed group is assigned to work for an extended period, such as cash registers, desks, and production line stations, and where the physical distancing requirement (described above) is not always maintained.
  - Evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.
  - Implement any other control measures deemed necessary by Cal/OSHA.