



COVID-19 Prevention Program (CPP) for Learning by Design Charter School

This CPP is designed to control exposures to the COVID-19 virus that may occur in our workplace.

Date: January 29, 2021

Authority and Responsibility

Charla Austin-Harris 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 participating in safety meetings at the District level as well as the site level with their direct supervisor. In addition, cleaning, hygiene protocols are regularly discussed.

Staff and Family Education

Learning by Design Charter School is committed to train staff and provide educational materials, protocols, and resource list for families in the following safety actions:

- Sanitation practices
- Safe practices for the use of Personal Protective Equipment (PPE)
- Physical distancing guidelines
- Proper usage and care of face coverings
- Screening practices
- COVID-19 specific symptom identification
- Dedicated COVID-19 resource webpage
- Support navigating remote learning for families
- Mental health services and supports
- Information regarding COVID-19 leaves for staff (contact Human Resources)

Employee screening

We screen our employees in accordance with CDPH guidelines. When arriving at work/Learning by Design campus facility, staff members affirm they have not had, or been exposed to anyone with any of the symptoms listed above in the past 14 days. Furthermore, staff agrees to wear a face covering. If exposed, staff will get clearance from their direct supervisor prior to resuming their work assignment.

Learning by Design has also elected to conduct an active screening process for students that requires a daily temperature check prior to entering campus. The school utilizes non-contact thermometers for this process. Staff facilitating the screening process wear appropriate PPE that will include a mask or face-shield with drape, gloves and goggles if necessary, and other safety equipment if requested.

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:

Cleaning and Disinfection: How shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized.

- All classrooms, offices and other used facilities at the school site will be cleaned and disinfected daily per CDC guidelines. Cleaning schedules will ensure frequent cleaning/sanitization is occurring frequently throughout the day.
- Learning by Design shall ensure that all classroom spaces, restrooms, common spaces, and workspaces are cleaned and disinfected daily, including but not limited to desks, doorknobs, light switches, faucets, and other high touch fixtures, using the safest and most effective disinfectant necessary, as recommended by federal, state, and/or local health officials.
- Close off areas used by any sick person and do not use them until they have been cleaned. Ensure safe and correct application of disinfectants and keep disinfectant products away from children.

The severity of the hazard will be assessed and correction time frames assigned, accordingly. Individuals are identified as being responsible for timely correction.

Control of COVID-19 Hazards

Physical Distancing

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

Classroom/Instructional/Academic Learning Spaces:

- Learning by Design shall ensure a minimum physical distancing radius of six (6) feet between all student workspaces, between all educator and student workspaces, and between all employee workspaces. Every student will require a minimum of thirty (30) square feet of physical space.
- Staff shall make every reasonable effort to maintain a physical distancing radius of six (6) feet, between themselves and students.
- All student workspaces shall be measured and marked to maintain the physical distancing requirement prior to the start of in-person learning.
- Learning by Design shall calculate the maximum capacity of all workspaces while maintaining physical distance requirements. The capacity of each room will be calculated as the indoor area divided by thirty (30) square feet. The capacity for each classroom space shall be posted prior to the start of in-person learning. This capacity will include the teacher, assigned support staff and student.

Clear Rules on Classroom Instruction:

- Student cohorts will be considered in their classroom.
- Grades TK-5th grade students will be grouped in cohorts by classroom with no more than 15 individuals in a classroom (combined students and staff) when feasible.
- The Learning by Design Hybrid Learning Model combines in-person check in and at-home learning.
- For grades TK-5, students would be in an “A” or “B” group and attend school on campus 2 days each week. For example, Group A would attend on Monday and Tuesday for in-classroom instruction and Wednesday and Thursday would receive instructional support with a paraprofessional virtually. Group B would attend on Wednesday and Thursday for in-classroom instruction, Monday and Tuesday would receive instructional support with a paraprofessional virtually. Friday would be an at-home day, students would be required to participate in a daily live check-in and/or engage in clubs, independent and/or project-based work.
- School will continue to offer distance learning for families not ready to return.
- While indoors, students will be physically distanced 6 ft, or 30 sq. ft. when feasible.
- Desks and/or workstations will face in the same direction as feasible.
- The school will utilize the same PPE and safety protocols that is currently being used with the small group cohorts attending the sites.
- Recess and break times will be staggered, or grouped by cohorts to limit the interaction of cohorts as feasible.
- Signage and markings will be used to keep students physically distanced as much as feasible.

Entrance, Egress, and Movement Within the School: Movement of students, staff, and parents throughout the school will be managed to avoid close contact and/or mixing of cohorts.

Drop Off Procedures (Arrival)

- Gates will open at 7:45 a.m. To adhere to physical distancing precautions, students will not be allowed to be dropped off earlier.
- Parents and visitors will not be permitted to walk their student(s) to the classroom.
- There will be a single point of entry.
- Students will be required to report directly to their classrooms.
- Initial screening will take place at home. Additional screening and temperature checks will take place at the designated gates.
- One-way directions/movements will be established in high potential traffic areas.

Dismissal Protocols: At the end of the day students will be dismissed in cohorts to be picked up by a parent/guardian.

General Guidelines:

- Students will be released on a staggered schedule.
- One-way directions/movement will be established in high potential traffic areas.
- Parents will not be permitted on campus during dismissal.

Office Policies and Procedures:

- Office Hours: 7:30 am to 4:00 p.m. (one point of entry)
- To ensure social distancing we ask that no more than one visitor enter the office at any time with a maximum of 2 people in the office at one time.

- We ask that visitors come to the office only when business and or concerns cannot be conducted over the phone or by email.
- Masks and hand-sanitizer will be required for all visitors who enter the office. If you do not have a mask, a disposable mask will be provided at the door.
- Offices will have designated areas for visitors. We ask that all visitors remain within the designated areas.
- Public restrooms will not be available for visitors during this time.
- We ask that parents notify the office of dismissal changes by 10:30 a.m. daily
- Deliveries to classrooms will not be permitted during the school day. This includes but is not limited to forgotten books/assignments, birthday treats, lunches, etc.

Visitors on Campus:

- Visitors and volunteers will not be allowed on campus until County Public Health permits. This includes, but is not limited to, eating lunch with children, classroom birthdays, awards ceremonies, walking students to their classrooms, etc.
- 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.

Face coverings are required to be properly worn while in the presence of others, by all individuals on a school campus indoors. While outdoors, face covering is required if physical distancing is not possible for adults. The school shall develop and share with staff a plan to redirect and instruct students and others who are not in compliance with the face covering requirements. A staff member or student with a medical condition that cannot wear a mask will be addressed on a case-by-case basis.

- All staff must use face coverings, or a face-shield with drape while using shared indoor spaces or when physical distancing cannot occur outdoors.
- Students at all grade levels will be required to wear masks while using shared indoor spaces.
- A face shield, with a drape, is an acceptable alternative.
- Families may choose the distance learning option if they do not wish to follow the above guidelines.

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

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

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

Engineering controls

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

- The school will provide portable barriers in the classrooms for situations where we cannot maintain at least six feet between individuals.
- The school will utilize plexi-glass structures in offices and high traffic areas.

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

Air Ventilation and Filtration

Public Health officials indicate that proper ventilation is necessary to minimize the transmission and infection from COVID-19 especially for individuals in a closed space for extended periods of time by reducing the airborne concentration of the virus and thus the risk of transmission and infection of COVID-19 through the air. All locations with functioning windows shall be encouraged to keep them open depending on weather, temperature, or air quality conditions.

The school shall ensure all HVAC systems operate on the mode which delivers the freshest air changes per hour, including disabling demand- controlled ventilation, and open outdoor air dampers to 100% as indoor and outdoor conditions safely permit.

The school will regularly change air filters.

Classrooms will be equipped with Air Purifier systems.

Healthy Hygiene Practices

- Learning by Design aims to ensure adequate supplies are available to support healthy hygiene behaviors. School sites will have the following available:
 - ❖ Soap
 - ❖ Tissues
 - ❖ No-touch trash cans
 - ❖ Face coverings
 - ❖ Face shields with Drape (student and staff)
 - ❖ Hand sanitizer
 - ❖ Medical grade cleaning supplies
 - ❖ Plexiglass dividers
- Hand sanitizing dispensers have been installed in all classroom points of entry. Students will be required to sanitize hands upon entry and exiting the classroom.
- Soap dispensers have been added to all staff and student restrooms; students will be encouraged to wash hands frequently. Hand-washing stations have been added to the playground and cafeteria entrance.

Cleaning and disinfecting

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

- Cleaning schedules, training, and adequate supplies will be provided to all custodial staff.
- Regularly monitoring will take place at the school sites to ensure that both frequency and scope of cleaning and disinfection is taking place.

Learning by Design will be using cleaning products approved for use against COVID-19 by the Environmental Protection Agency (EPA).

- Use cleaning products approved for use against COVID-19 on the Environmental Protection Agency (EPA) approved list and follow product instructions
- Use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times. Provide employees training on manufacturer's directions, on Cal/OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable
- Custodial staff who are responsible for cleaning and disinfecting school sites will be

equipped with proper protective equipment including gloves, eye protection, respiratory protection and other appropriate protective equipment

Learning by Design has plans in place to maximize custodial staff and are implementing daily schedules for practicable cleaning and disinfecting at school sites and on buses.

- Restrooms will be disinfected regularly
- All classrooms have hand sanitizer dispensers by the entry door and other locations in the classroom.
- Clean and disinfect frequently-touched surfaces within schools daily, and throughout the day as practicable, by trained custodial staff as practicable
- Elementary playground equipment (balls, ropes, etc.) will be assigned to each class and used by that class only in a designated area. Equipment will be sanitized daily
- Sharing of objects and equipment, such as toys, games and art supplies will be limited to the extent practicable. Items will be cleaned and disinfected between uses as practicable
- Cleaning and disinfecting guidelines will be established to ensure safe and correct application of disinfectant and to keep products away from children's reach (stored in a space with restricted access)
- Shared computers and other equipment should be regularly wiped down throughout the school day as feasible
- Cleaning and sanitization supplies will be made available in the event a teacher desires to perform additional classroom cleaning/sanitization

Should we have a COVID-19 case in our workplace those areas trafficked by infected students, or staff will be cleared and thoroughly cleaned as per CDC guidance.

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.

Hand sanitizing

In order to implement effective hand sanitizing procedures:

Learning by Design is committed to teaching, reinforcing, and developing regular hand washing routines throughout our campus facility. Education will include best practices on avoiding contact with one's eyes, nose, and mouth, as well as washing or sanitizing hands before and after eating, using the restroom, being outside, and coughing or sneezing. Time will be set aside for teachers to develop a regular schedule for routine hand hygiene.

Additional hand sanitizing stations are available in all classrooms and additional supplies are available. Hand sanitizer will be alcohol-based.

- Hand sanitizing dispensers have been placed at all classroom points of entry. Students will be required to sanitize hands upon entry and exiting the classroom.
- Soap dispensers are in all staff and student restrooms; students will be encouraged to wash hands frequently.
- Employees and students are encouraged to wash their hands for at least 20 second each time.
- Every classroom and common space shall be provided with sanitizer with Alcohol levels and types selected by the school will be based on the recommendation of the CDC, California Department of Public Health and County Department of Public Health.

- All individuals shall be required to wash their hands or use medically effective hand sanitizer upon entering district sites and every time a classroom is entered.

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.

Personal Protective Equipment – this refers to equipment that is used to limit or prohibit the transmission or infection of COVID-19 from person to person. It is also commonly referred to as Essential Protective Equipment or Essential Protective Gear and includes face coverings, masks, face shields, face shields with drape, barriers, gloves, goggles, etc.

- The school shall provide PPE to all staff members and students, if needed, for every day that staff members or students are required to report to the campus facility.
- In-lieu of using District-provided PPE, unit members may bring their own PPE so long as the PPE complies with public health guidelines and provides equivalent protection to the PPE provided by the District.

Investigating and Responding to COVID-19 Cases

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

Students or staff who present with symptoms while at school:

- Students will go to a designated isolation room until they can be picked up by a parent or guardian
- Staff members must leave Learning by Design campus facility and inform their supervisor prior to leaving
- Per State guidelines, school should recommend the individual experiencing symptoms take a COVID 19 test. Staff members will be directed to the County Public Health approved Testing Site.

Students can contact their physician or access the free testing sites. Staff will also be provided no-cost testing options.

- Negative COVID-19 test. If a student or staff member tests negative, they may return to school after 24 hours fever-free without fever-reducing medication, and symptoms have improved.
- Health care provider confirms alternative diagnosis (It isn't COVID) for symptoms. A health care provider's note must be on file. COVID-19 test not needed. If a student or staff member no longer has symptoms, they may return to school after 24 hours without fever-free without fever-reducing medication.

Students or staff* who have had **close contact** with a confirmed COVID-19 case:

- Students and staff should not come to campus if they knowingly had close contact. Centers for Disease Control defines close contact as anyone who has been within 6 feet of an infected individual for at least 15 minutes, 2 days before illness onset with a confirmed COVID-19 case. If they come to campus, staff will be asked to go home and students will be kept in isolation, in a designated isolation room until they can be picked up by a parent or guardian.
- Per State guidelines, Districts should recommend the individual experiencing symptoms take a COVID-19 test. Staff will be directed to the County Testing Site. Students can contact their physician or access the free testing site at <https://lhi.care/covidtesting>.
- Quarantine for 10 days from last exposure. School work will be provided to students to complete during this time.

- School/classroom may remain open in consultation with public health officials.

Staff should contact their supervisor immediately.

Students or staff who have a **confirmed** COVID-19 case:

- Individuals cannot come onto campus for 10 days from symptom onset or test date, are at least 24 hours with no fever without fever-reducing medication, and symptoms have improved.
- If an individual test positive, but has had no symptoms, they may return to campus after 10 days of the test
- Site administrators will identify school site contacts, quarantine and exclude exposed contacts (likely the entire cohort) for 10 days after the last date the case was present at school while infectious. School work will be provided to students during this time
- State guidelines recommend testing of contacts, especially those who are asymptomatic. However, testing will not shorten the 10-day quarantine
- Disinfection and deep cleaning of classroom and primary spaces where the case spent significant time will be conducted
- School may remain open in consultation with public health officials
- Families and staff will receive notification if there is a known **positive case** that occurs at their school site
- The district will offer COVID-19 testing at no cost during their working hours.

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:

- All employees should report COVID-19 symptoms and possible hazards to their direct supervisor.
- Employees can report symptoms and hazards without fear of reprisal.
- Per State guidelines, Districts should recommend the individual experiencing symptoms take a COVID-19 test. Staff will be directed to the County Testing Site. Students can contact their physician or access the free testing site at <https://lhi.care/covidtesting>.

If Learning by Design or County Department of Public Health (MCDPH) is notified of a positive COVID-19 case with Learning by Design, or a person within the school develops COVID-19 symptoms and is awaiting testing results (or refuses to test), the following close contact tracing will be implemented.

A. Step One: Notification of Learning by Design Charter School

The school contacts designee. The designee:

- a. The case/case's parent/guardian for further information.
- b. CDPH for further instruction and determination of the period of close contact tracing.
- c. School Site and school officials.

B. Step Two: Close Contact Tracing

The school will collaborate with staff to create a list of:

- a. Locations where the case was present from the time determined by CDPH to start the tracing through the last time/date the case was present at the school. Including:

- Classroom(s)
- Playgrounds
- Common areas
- Cafeteria
- Special Services areas/classrooms
- School Bus

- b. All close contacts – as defined as individuals who have been within 6 feet for 15 minutes cumulatively (e.g., three 5-minute interactions would count as close contact) during the infectious period. Close contacts will likely include:
- All siblings, regardless of school
 - All members of class/cohort
 - Teachers
 - Students who ride the same bus
 - Lunch group
 - Students/Coaches/Staff in sports team/extra-curricular activities/after school programs
 - Friends (regardless if they interact at school)

C. **Step Three: Quarantining of students/staff**

- a. The designee will contact CDPH with the close contact tracing lists for the CDPH to determine which students/staff will need to quarantine.
- b. The designee/CDPH will provide a the list of persons that will need to quarantine.
- c. The school will contact staff and the parents/guardians of those that need to quarantine.
1. Staff will immediately be sent home, if on school grounds at the time of contact.
 2. Quarantine is for 10 days and those quarantined should be tested for COVID-19 if symptoms develop. Follow the doctor's orders for safe return to school/work.

D. **Step Four: Self-Monitoring**

- a. Staff who were quarantined and sent home would continue to work at home, and self-monitor twice a day for symptoms for 14 days.

Training and Instruction

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if

the employee has COVID-19 symptoms.

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

Exclusion of COVID-19 Cases

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related.
- Providing employees at the time of exclusion with information on available benefits.

Reporting, Record-keeping, and Access

It is our policy to:

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

Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
 - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
 - COVID-19 symptoms have improved.
 - At least 10 days have passed since COVID-19 symptoms first appeared.
 - COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
 - A negative COVID-19 test will not be required for an employee to return to work.
 - If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.
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Charla N. Austin-Harris, Executive Director

Date

Appendix B: COVID-19 Inspections

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

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			
Other			
Other			
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			
Other			
Other			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			
Other			

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 un-redacted 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) Un-redacted 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):

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:

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

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

Appendix D: COVID-19 Training Roster

Date:

Person that conducted the training:

Employee Name	Signature

Additional Consideration #1

Multiple COVID-19 Infections and COVID-19 Outbreaks

[This section will need to be added to your CPP if your workplace is identified by a local health department as the location of a COVID-19 outbreak, or there are three or more COVID-19 cases in your workplace within a 14-day period. Reference section [3205.1](#) for details.]

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

COVID-19 testing

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

Exclusion of COVID-19 cases

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

Investigation of workplace COVID-19 illness

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

COVID-19 investigation, review and hazard correction

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

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
 - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
 - Our COVID-19 testing policies.
 - Insufficient outdoor air.
 - Insufficient air filtration.
 - Lack of physical distancing.
- Updating the review:
 - Every thirty days that the outbreak continues.
 - In response to new information or to new or previously unrecognized COVID-19 hazards.
 - When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
 - Moving indoor tasks outdoors or having them performed remotely.

- Increasing outdoor air supply when work is done indoors.
- Improving air filtration.
- Increasing physical distancing as much as possible.
- Respiratory protection.
- [describe other applicable controls].

Notifications to the local health department

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

Additional Consideration #2

Major COVID-19 Outbreaks

[This section will need to be added to your CPP should your workplace experience 20 or more COVID-19 cases within a 30-day period. Reference section [3205.2](#) for details.]

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**.