

COVID-19 Prevention Program for River Valley Charter School

This plan was developed based on guidance by the County of San Diego Health and Human Services Agency and the California Department of Public Health using its [COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs](#) (July 17, 2020) and [COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year](#).

Date: January 21, 2021

Authority and Responsibility

The School Principal has overall authority and responsibility for implementing the provisions of this plan 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 scheduled campus inspections completed by the principal and facilities manager.

Employee screening

Employees can self-screen or opt to have their temperature taken by designated staff upon entering campus grounds using a no-touch thermometer. If an employee's temperature exceeds 100 degrees, the employee will be sent home and must remain home:

- For 10 days from when symptoms first appeared **AND**
- Must be fever-free for 24 hours (without the aid of fever-reducing medications) **AND**
- Symptoms have improved

If self-screening, employees are to address the following:

- Has the employee had close contact (within six feet of someone for 15 minutes or more) with anyone who tested positive for COVID-19 in the last 14 days?
- Is the employee's temperature above 100 degrees?

- Does the employee feel any of the following?

- Fever or Chills
- Cough
- Fatigue
- Shortness of breath
- Difficulty breathing
- New loss of taste or smell
- Muscle aches/body aches
- Sore throat
- Headache
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If an employee answers “yes” to any of the above symptoms, they are to inform administration immediately. The employee will work from home until the following criteria are met:

- Fever-free for 3 days **AND**
- 10 days have passed since the first symptoms appeared **AND**
- Respiratory symptoms have improved

RVCS actively encourages employees to stay home without fear of reprisal if they experience any COVID-19 symptoms.

Student Screening

The health and safety of students and staff on our school campus is of extreme importance. The following wellness screenings will be implemented (subject to change based on California Department of Public Health guidelines):

Screening at Home:

- Families are encouraged – and we recommend – that students’ temperatures be checked daily before going to school
- Anyone with a fever of 100° F or higher, or with COVID-19 symptoms should not go to school
- Personal illness, quarantine, a COVID-19 illness or symptom-related absences will be excused

Process at School:

- Daily screening will be conducted prior to entering campus, which currently includes a visual check, questionnaire, and possible temperature check, based on current guidance
- If a student presents symptoms of COVID 19, the student will go to a designated isolation area until they can be picked up by a parent/guardian
- Parents should be prepared to pick up their student(s) immediately if they develop COVID 19 symptoms while at school. Please be sure to have updated emergency contacts on file

RVCS employees and students will be monitored throughout the day for signs of illness. If students and staff experience COVID-19 symptoms while on campus, the following will occur:

Students: sent to the campus-designated quarantine area (located behind the school office building). If the

student presents with a temperature in excess of 100 degrees or higher, the parent/guardian will be contacted immediately and informed that they need to pick the student up from school.

If the student does not have a temperature but is experiencing other COVID-19 symptoms, they will be sent to the campus-designated quarantine area. Parent/guardian will be contacted and the student's health history will be examined to determine if the student's symptoms are manifesting as a result of COVID-19 or another health-related issue.

Staff: see Employee Screening Protocol above.

All necessary notifications about positive COVID-19 cases and potential exposure cases will be made to the health department, employees, and families and will be made in compliance with the most recent and applicable COVID-19 guidance. RVCS will document these cases and will ensure FERPA compliance.

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:

- The severity of the hazard will be assessed and correction time frames assigned, accordingly.
- Individuals are identified as being responsible for timely correction.
- Follow-up measures are taken to ensure timely correction.

Control of COVID-19 Hazards

Physical Distancing – RVCS remains in distance learning, but will adhere to the [CDPH guidelines](#) by implementing the following protocols should students return to campus:

- Ensure staff and students maintain six feet of physical distance from each other. There may be limited scenarios where six feet distance is impractical including, but not limited to, passing on ramps to classrooms or viewing students' work.
- Minimize contact in the front of the school between students, staff, families, and the community at the beginning and end of the school day. Prioritize minimizing contact between adults at all times.
- Stagger arrival and drop off locations at the front and side of the school as consistently as practicable as to ensure physical distancing can be maintained.
- Designate routes for entry and exit, using as many entrances as feasible.
- Maximize space between seating and desks. Distance teacher desks at least six feet away from student desks and distance student desks at least four feet apart from one another. Consider ways to establish separation of students through other means if practicable, such as, four feet between desks, where practicable, partitions between desks, markings on classroom floors to promote distancing, or arranging desks in a way that minimizes face-to-face contact.
- Students are to upload assignments to Jupiter Grades until further notice to minimize physical contact.

- Consider using privacy boards or clear screens to increase and enforce separation between staff and students.

The following procedures have been put in place regarding non-classroom spaces:

- Limit nonessential visitors and volunteers on campus, and limit activities involving other groups utilizing campus grounds.
- When practicable, outdoor space may be used for instruction, weather permitting.

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

- Eliminating the need for employees to be in the workplace by permitting them to telework when possible
- Reducing the number of persons in an area at one time, including visitors.
- Visual cues such as signs to indicate where employees and others should be located to ensure social distancing.
- Staggered arrival, departure, work, and break times.
- All public spaces reconfigured to allow for physical distancing measures, including appropriate signage and barriers as needed.
- Upon the return of students to the campus, public restrooms will be marked outside of entry for the maximum number of users.
- Training materials will be available tailored for parents, staff, and students on safety protocols.

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. Boxes of disposable face masks are stored in the school office and are ready for distribution to the classrooms when students return to campus. If teachers choose to work from campus, they have access to the boxes of face masks in the event they need them.

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.

- When an employee is required to work outside and is able to safely maintain more than six feet of distance from other people.

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.

Staff and students are expected to adhere to the California Department of Public Health guidelines pertaining to masks. Should a student not have a mask, RVCS will provide a mask to them. Unless exempt under one of the qualifying reasons below, students will be sent home for refusal to wear a mask:

Mask Exemptions:

- Children younger than two years old. These very young children must not wear a face covering because of the risk of suffocation.
- Those with a medical condition, mental health condition, or disability that prevents wearing a face covering. This includes those with rare medical conditions for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance.
- Those who are hearing impaired, or communicating with a person who is hearing impaired. In these cases, the ability to see the mouth is essential for communication.
- Those for whom wearing a face covering would create a risk to the person related to their work, as determined by local, state, or federal regulators or workplace safety guidelines.

Engineering controls

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

- Outdoor meeting space to compensate large gatherings

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems. Each portable building has two HVAC systems. Each system has one register per classroom. RVCS has designated one HVAC system per classroom. For instance, in order to control ventilation, the HVAC system being used in the front classroom while require the register in the back classroom to be closed in order to minimize recirculating air into both classrooms. Classroom windows and doors will be kept open to the extent possible so fresh air can be circulated in the classrooms. Air filters will be replaced as proscribed by the unit manufacturer's guidance relating to COVID-19.

Cleaning and disinfecting

- Ensure ample supplies of disinfectant to provide for daily cleaning of all items in classrooms and touchable objects throughout.
- Ensure ample supplies for hand sanitization: The following will be made available:
 - i. Every room with a sink shall be stocked with soap, hand sanitizer, and paper towels;
 - ii. Every classroom shall be provided hand sanitizer;
 - iii. Indoor workspaces shall be provided hand sanitizer;
 - iv. Hand sanitizer ingress and egress point;
 - v. All hand washing/hand sanitizing supplies noted above or otherwise provided shall be checked and restocked promptly as needed and prior to the beginning of each school

day.

- When choosing disinfecting products, use district-approved disinfecting products and those approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list “N” and follow product instructions. Classrooms are outfitted with a spray bottle filled with Dawn dishsoap and water for teachers to use on frequently touched/handled objects.
- Follow label directions for appropriate dilution rates and contact times. Provide custodial and maintenance staff with training on the chemical hazards, manufacturer’s directions, Cal/OSHA requirements for safe use, and as applicable and as required by the Healthy Schools Act.
- Custodial staff and any other workers who clean and disinfect the school site must be equipped with proper protective equipment, including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product instructions. All products must be kept out of children’s reach and stored in a space with restricted access.
- Establish a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.

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.

Hand sanitizing

In order to implement effective hand sanitizing procedures:

- Students and staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application.
- Soap products marketed as “antimicrobial” are not necessary or recommended. ▪ Students and staff should use fragrance-free hand sanitizer when handwashing is not practicable.
- Sanitizer must be rubbed into hands until completely dry. Note: frequent hand washing is more effective than the use of hand sanitizers.
- Do not use hand sanitizers that may contain methanol, which can be hazardous when ingested or absorbed.

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.

Investigating and Responding to COVID-19 Cases

RVCS’ plan to address provisions from the “COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs” is described below:

- Identify an isolation room or area to separate anyone who exhibits symptoms of COVID-19 (during distance learning, the girls’ restroom will be used as our isolation room; upon reopening campus to students, a space will be set up behind the school office).
- Any student or staff exhibiting symptoms will be required to wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable. If a student develops a fever while

at school, or answers positive to any self-check questions, they will be isolated from other students, provided a face covering if they do not have one, and parent/guardian will be contacted to pick them up. Areas used by any sick person will be cleaned and disinfected at least daily.

- If a staff member develops symptoms or a fever, they will be sent home.
- For serious injury or illness, call 9-1-1 without delay. Seek medical attention if COVID-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on [CDC's webpage](#). RVCS personnel will call 9-1-1 when necessary.
- Notify local health officials immediately of any positive case of COVID-19, and exposed staff and families as relevant while maintaining confidentiality as required by state and federal laws. Additional guidance can be found [here](#).
 - Student-related positive cases – School personnel will notify administration who will contact parent/guardian
 - Employee-related positive cases – School employee will notify administration who will make appropriate reports to the County of San Diego and direct employee to contact LUSD HR department.
- Areas used by individuals suspected of being infected with COVID-19 will be closed off for use. To reduce the risk of exposure, wait 24 hours before cleaning and disinfecting the area. If it is not possible to wait 24 hours, wait as long as practicable.
- Advise sick staff members and students not to return until they have met CDC criteria to discontinue [home isolation](#), including at least three days with no fever, symptoms have improved and at least 10 days since symptoms first appeared.
- RVCS is documenting and tracking employees in quarantine, positive cases, and potential close contact exposures.
- When on-campus instruction resumes, RVCS will document and track students in quarantine, positive cases, and potential close contact exposures. The principal or designee will determine the date (in compliance with the current health order) students are cleared to return to school. The principal or designee will notify county public health.
- When three or more cases are identified at the workplace within a span of 14 days, RVCS will provide notice of the exposure to employees or any other persons who may have been exposed to COVID-19 at the workplace.
- RVCS will implement the necessary processes and protocols if the school has an outbreak when in person instruction resumes, in accordance with [CDPH guidelines](#):
 - In consultation with state and local public health officials, schools may be required to close.
 - If there is one confirmed positive COVID case in a classroom, all students and the teacher in that class will be required to quarantine for at least 10 days and up to 14 days. In addition, all students and teachers in the other classes that the COVID positive patient attended will also be required to quarantine for 10 days and up to 14 days.
 - If at least 5% of a school's population (students and staff combined) has tested positive for COVID-19, the school will be required to close.
 - Given standard guidance for quarantining at home for at least 10 days and up to 14 days after close contact, the classroom or office where the patient was based will typically need to close temporarily for cleaning and disinfecting.
 - Additional close contacts at school outside of a classroom may be asked to quarantine at home, based on consultation with COVID-19 tracers.

- Additional areas of the school visited by the COVID-19 positive individual may also need to be closed temporarily for cleaning and disinfecting.
 - Plans for school closure will be communicated to parents, teachers, staff, and the community.
 - A plan for continuity of education will be developed and/or modified from the existing distance learning plan. Considerations will include the following: how to continue nutrition and other services provided in the regular school setting, and how to establish alternate mechanisms for these services to continue.
- Update protocols as needed to prevent further cases. See the CDPH guidelines, [Responding to COVID 19 in the Workplace](#), which are incorporated into this guidance and contain detailed recommendations for establishing a plan to identify cases, communicating with workers and other exposed persons, and conducting and assisting with contact tracing.
 - Operational protocols will be continually reviewed and changed as necessary to minimize risk of infection. RVCS will track sick staff and confirmed staff COVID-19 positive cases.

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.
- 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.
- Updates on testing location sites available to school employees.
- Information about COVID-19 hazards employees (including other 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.

Training and Instruction

We will provide training and information that includes:

- 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 facecoverings.
- 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.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

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

Exclusion of COVID-19 Cases

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

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by providing the following COVID-19 related benefits, workers' compensation, and various leaves:
 - Sick leave and extended leave pursuant to collective bargaining agreement, policy, or statute
 - Industrial accident and illness leave provided by collective bargaining agreement, policy, or statute
 - Applicable Workers' Compensation benefits.
 - California Family Rights Act leave
 - Available vacation, comp-time, or unpaid leave (if applicable) provided by collective bargaining agreement, policy, or statute.
- 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.

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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Brooke Faigin, Principal/CEO

1/21/2021
Date

Approved by Board: 1/21/2021

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: **[enter name(s)]**

Date: **[enter date]**

Name(s) of employee and authorized employee representative that participated: **[enter name(s)]**

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

[This form is only intended to get you started. Review the information available at www.dir.ca.gov/dosh/coronavirus/ for additional guidance on what to regularly inspect for, including issues that may be more pertinent to your particular type of workplace. You will need to modify form accordingly.]

Date: [enter date]

Name of person conducting the inspection: [enter names]

Work location evaluated: [enter information]

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
[add any additional controls your workplace is using]			
[add any additional controls your workplace is using]			
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			
[add any additional controls your workplace is using]			
[add any additional controls your workplace is using]			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			

Respiratory protection			
[add any additional controls your workplace is using]			

Appendix C: Investigating COVID-19 Cases

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

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

Date: [enter date]

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

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

Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):

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

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

Appendix D: COVID-19 Training Roster

Date: **[enter date]**

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

Employee Name	Signature

Additional Consideration #1

Multiple COVID-19 Infections and COVID-19 Outbreaks

[This section 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**.