



# **River Valley Charter School**

## COVID-19 Prevention Plan (CPP)

January 9, 2021

Updated August 14, 2021

# 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; updated August 2, 2021) and [COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year](#).

## General Information

The information contained herein is updated from the RVCS 2020-2021 Reopening Plan of August 13, 2020, which contains safety measures and precautions to which RVCS administration and staff will adhere to prevent the spread of COVID-19.

**Updated:** January 9, 2021/Updated August 14, 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:

- 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, and the County of San Diego Health and Human Services Agency related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls based on daily assessments of the work environment.
- RVCS will investigate any COVID-19 illness and determine if any work-related factors could have contributed to the risk of infection. If risk factors are identified, the CPP will be updated to prevent further cases.
- RVCS will implement the necessary processes and protocols when the workplace has an outbreak, in accordance with [CDPH guidelines](#).

## COVID-19 Screening Protocol

### Employee screening

RVCS will encourage staff and students who are sick or who have come in close contact with a person with COVID-19 to stay home without fear of reprisal.

RVCS requests and recommends that employees self-screen and families screen students at home before each school day. The screening includes a temperature check.

Symptoms to check for during screening:

- 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 a student exhibits symptoms of COVID-19, RVCS will communicate with the student's parent/guardian and request the student be immediately picked up from school. Students should not come to school if they have a temperature of 100 degrees or higher. An employee or student whose temperature exceeds 100 degrees will be sent home.

In accordance with the San Diego County Public Health Department guidelines, RVCS will communicate incidents of possible exposure to local health officials, employees, and families immediately of any exposure to a positive case of COVID-19. This information will remain confidential, as required under FERPA and state law related to privacy of educational records.

Advise staff members and students with symptoms of COVID-19 infection not to return for in-person instruction until they have met CDPH criteria to return to school for those with symptoms:

1. At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and
2. Other symptoms have improved; and
3. They have a negative test for SARS-CoV-2, OR a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma) OR a healthcare provider has confirmed an alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus), OR at least 10 days have passed since symptom onset.

### **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**

#### **Face Coverings**

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, 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 if students and employees need them. Employees may provide their own mask or face shield with a drape or those can be provided by the school.

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.
- 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.
- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.

At RVCS, cloth/disposable face coverings must be used in accordance with [CDPH guidelines](#) unless a person is exempt as explained in the guidelines, particularly in indoor environments.

Employees will:

- Wear masks at all times when indoors, when students are present on campus including during after school tutoring
- Provide students with a mask if they do not bring one to school or lose their mask during the school day.

Students will:

- Wear masks when indoors in the school setting including before and after school programs and activities
- Immediately put their mask on when transitioning to an indoor setting

RVCS will:

- Ensure that students, employees, contracted providers, volunteers and visitors (when allowable on campus) wear masks in the indoor setting when students are present.
- Prevent harassment and bullying related to mask use

Employees and students are mandated to wear masks indoors. In order to comply with this guidance, RVCS must enforce the guidance requiring students to wear masks indoors. As such, RVCS will do the following:

1. RVCS will provide a face covering to students who do not bring a face covering to school.
2. In the event a student refuses to wear a face covering, they will be sent to the front office where they will be offered a mask again.
3. If they continue to refuse, the parent(s) will be called to speak with their child or pick them up from school. Students who are waiting to be picked up will have an alternative learning environment and work available to them until they are picked up from school.
4. For families who are interested in other educational options where masks are not required, the RVCS full-time independent study program called the River Valley Academy is a viable educational option.

#### **RVCS's plans regarding staff use of face coverings:**

All staff must use face coverings in accordance with [CDPH guidelines](#) unless Cal/OSHA standards require respiratory protection. In limited situations where face coverings cannot be used for pedagogical or developmental reasons, (i.e. communicating or assisting students with special needs) a face shield with a drape can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable.

Workers or other persons handling or serving food must use gloves in addition to face coverings. In some cases, disposable glove use may be helpful to supplement frequent hand washing or use of hand sanitizer (for example: workers who are screening others for symptoms or handling commonly touched items).

### **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.
- 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.
- Should we have a COVID-19 case in our workplace, we will implement the following procedures:
  - Step 1 Contact the Maintenance Department immediately
  - Step 2 The team will be dispatched to immediately start the lock down of the area to be contained.
  - Step 3 Following the COVID-19 INDUSTRY GUIDANCE: Schools and School-based programs document from the CDPH, dated August 2, 2021. Close off areas used by any individual suspected of being infected with the virus that causes COVID-19 and do not use before cleaning and disinfection. To reduce risk of exposure, wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as practicable. Ensure a safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning. Keep disinfectant products away from students.

### **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**

This will be accomplished by using the **Appendix C: RVCS Positive Case Procedures**

RVCS’s 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 should immediately be required to wear a face covering and 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.
- Employees who have potentially been exposed to COVID-19 in the workplace will:
  - receive HR Email Updates detailing free employee testing. Employees can also visit <https://www.lsusd.net/employee-information/> for COVID-19 Employee-related information.
  - receive notices sent to employees who test positive for COVID-19 or are identified as a close contact to positive COVID-19 case that include the following information:
    - Information Regarding COVID-19 Benefits, Available Leave, and Worker’s Compensation Rights
    - Notice of the School’s Safety Plan
    - Notice of Anti Retaliation and Anti Discrimination Protections
    - Return to Work Criteria

- 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 and the County of San Diego.
  - 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 CDPH [criteria](#) to discontinue isolation.
- RVCS is documenting and tracking employees in quarantine, positive cases, and potential close contact exposures.
- 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, in accordance with [CDPH guidelines](#).
- 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.

**Plan for When a Staff Member, Student, or Visitor Becomes Sick**

RVCS will 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 and will implement the necessary processes and protocols when a school has an outbreak, in accordance with [CDPH guidelines](#).



RVCS will 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.

### Actions to take if there is a confirmed or suspected case of COVID-19 in a school

	Student or Staff with:	Action	Communication with school community
1.	COVID-19 symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing)	<ul style="list-style-type: none"> <li>• Send home if at school.</li> <li>• Recommend testing (If positive, see #3, if negative, see #4).</li> <li>• School/classroom remain open.</li> </ul>	<ul style="list-style-type: none"> <li>• No action needed.</li> </ul>
2.	Close contact (†) with a confirmed COVID-19 case.	<ul style="list-style-type: none"> <li>• Send home if at school.</li> <li>• Exclude from school for 10 days from last exposure, per <a href="#">CDPH quarantine</a> recommendations.</li> <li>• Recommend testing 5-7 days from last exposure (but will not shorten 10-day exclusion if negative).</li> <li>• School/classroom remain open.</li> </ul>	<ul style="list-style-type: none"> <li>• Consider school community notification of a known exposure. No action needed if exposure did not happen in school setting.</li> </ul>
3.	Confirmed COVID-19 case infection.	<ul style="list-style-type: none"> <li>• Notify the local health department.</li> <li>• Exclude from school for 10 days from symptom onset date or, if asymptomatic, for 10 days from specimen collection date.</li> <li>• Identify school contacts (†), inform the local health department of identified contacts, and exclude contacts (possibly the entire stable group (††)) from school for up to 14 days after the last date the case was present at school while infectious.</li> <li>• Recommend testing asymptomatic contacts 5-7 days from last exposure and immediate testing of symptomatic contacts (negative test results will not shorten 10-day exclusion).</li> <li>• Disinfection and cleaning of classroom and primary spaces where case spent significant time.</li> <li>• School remains open.</li> </ul>	<ul style="list-style-type: none"> <li>• School community notification of a known case.</li> <li>• Notification of persons with potential exposure if case was present in school while infectious</li> </ul>



<p>4. Symptomatic person tests negative or a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition, or at least 10 days have passed since symptom onset</p>	<ul style="list-style-type: none"> <li>• May return to school after 24 hours have passed without fever and symptoms have started improving.</li> <li>• School/classroom remain open.</li> </ul>	<ul style="list-style-type: none"> <li>• Consider school community notification if prior awareness of testing.</li> </ul>
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(†) A contact is defined as a person who is within 6 feet from a case for more than 15 minutes cumulative within a 24-hour period, regardless of face coverings. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire stable group, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.

(††) See Stable Group Guidance for definition of a stable group. In some situations, (e.g., when seating charts are used, face covering is well adhered to, and teachers or staff have observed students adequately throughout the day), contact tracing and investigation may be able to determine more precisely whether each stable group member has been exposed. In this situation, those who were not close contacts could continue with in-person instruction.

### 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

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

We will provide training and information 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.
- 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.

### **Exclusion of COVID-19 Cases**

Where we have a COVID-19 case or close contact in our workplace, we 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 10-14 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 illness leave provided by collective bargaining agreement, policy or statute (Education Code sections 44977 and 44978 for certificated staff; Education Code sections 45191 and 45196 for classified staff; and Labor Code sections 245-249 for employees not qualifying for other sick leave).
  - Industrial accident and illness leave provided by collective bargaining agreement, policy or statute (Education Code section 44984 for certificated staff; Education Code section 44192 for classified staff).
  - Workers' Compensation benefits.
  - Twelve weeks of federal Family Medical Leave Act leave / 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**

RVCS will use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases.

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.
- 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 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.

### **Return-to-Work Criteria**

**Return to work if you were a close contact:**

#### 10 Day Quarantine:

You may return to work after a 10-day quarantine period if you can meet the following criteria:

1. You are not exhibiting [COVID-19 symptoms](#); AND



2. You can consistently maintain proper use of a face covering; *AND*
3. Your job duties are such that you are capable of maintaining a distance of at least 6 feet from all others through Day 14; *AND*
4. You are not immunosuppressed and don't work with students who are immunosuppressed

14 Day Quarantine:

If you cannot meet the 4 above-mentioned criteria, you must quarantine for 14 days.

Please reference the illustration provided by HHS and the [San Diego County Office of Education](#) for further information.

**Return to work if you are experiencing symptoms of COVID 19:**

Provide proof of a Negative PCR COVID-19 Test, and allow for **24 hours** after symptoms are resolved.

In the event that the symptom is associated with a chronic illness, provide a signed note from a licensed medical professional (who manages that condition). The signed note must confirm the chronic diagnosis, include the provider's information, explain how the symptoms are unrelated to COVID-19, and be accompanied by a signed consent for RVCS and/or the LUSD Human Resources Department to interact with the licensed medical professional.

In the event that you test positive on a PCR COVID-19 Test or do not take a PCR COVID-19 Test, you must isolate until you meet the following criteria:

- a. 24 hours without a fever (no meds) **AND**
- b. Symptoms are improving **AND**
- c. At least 10 days from symptom onset or test date

**Return to work after testing positive for COVID 19:**

You must isolate and you may return when you fulfill the following criteria:

- a. 24 hours without a fever (no meds) **AND**
- b. Symptoms are improving **AND**
- c. At least 10 days from symptom onset or test date

Please reference the illustration provided by HHS and the [San Diego County Office of Education](#) for further information.

  
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Brooke Faign, Principal/CEO

08/14/2021  
\_\_\_\_\_  
Date

Approved by Board: 08/14/2021

## 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/](http://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 (Meets Standard / Needs Improvement)	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
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]			
<b>Administrative</b>			
Physical Distancing: Teacher Desk to Other Staff Desk is 6 Feet or Greater			
Physical Distancing: Teacher Desk to Student Desks is 6 Feet or Greater			
Physical Distancing: All Student Desks Are at Least 4 Feet Apart			
Physical Distancing: Arrival and Departure			
Physical Distancing: Non-Classroom Spaces			
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			
<b>[add any additional controls your workplace is using]</b>			



## Appendix C: Investigating COVID-19 Cases

RVCS will collect the following information during the investigation of COVID-19 cases:

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):			

<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: **[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**.