# COVID-19 PREVENTION PROGRAM (CPP) FOR

# REACH Charter School

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

**Date:** **01/27/2021**

## AUTHORITY AND RESPONSIBILITY

**The School Director** 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 SCREENING

We screen our employees by:

* Directly screening employees when they come to work or having them self-screen according to CDPH guidelines.
* Ensuring that face coverings are used during screening by both screeners and employees and, if temperatures are measured, that non-contact thermometers are used.

## 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

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

* Eliminating the need for workers to be in the workplace – e.g., telework or other remote work arrangements.
* Reducing the number of persons in an area at one time, including visitors.
* Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.
* Staggered arrival, departure, work, and break times.
* 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 available in the school office. Non-employees who do not have a mask, will be provided one or asked to leave campus.

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

* When an employee is alone in a room.
* While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
* Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders. **[**
* Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
* Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons 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:Utilizing temporary, solid partitions.

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

* Running a portable heater/air conditioner in conjunction with an air purifier equipped with a MERV 13 rated filter or better.
* Opening doors and windows as air quality/temperature allows.
* Usage of fans to increase air flow.

### CLEANING AND DISINFECTING

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

* Custodial staff will perform thorough cleaning when students are not present. When cleaning, the space will be aired out before children arrive.
* Staff should wait twenty-four (24) hours before cleaning and disinfecting any area that was used by a person who was experiencing COVID-19 symptoms. If it is not possible to wait twenty-four (24) hours, then staff should wait as long as possible.
* The Charter School will ensure proper ventilation during cleaning and disinfecting. Staff are encouraged to introduce fresh outdoor air as much as possible, by opening windows where practicable.
* All frequently touched surfaces in the workplace, such as chairs, desks, tables, keyboards, telephones, handrails, light switches, sink handles, bathroom surfaces and door handles, will be routinely disinfected.

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

* + Director will notify the Disease Control Unit of the Sonoma County Public Health Department immediately by calling (707) 565-4567.
  + Director will notify all staff and families in the school community of any positive COVID-19 case while maintaining confidentiality as required by state and federal laws.
  + Close off areas used by any sick person and do not use before cleaning and disinfection. Follow cleaning and ventilation procedures in Section 6 and 7.
  + Investigate the COVID-19 illness and exposures and determine if any work-related factors could have contributed to risk of infection.
  + Update protocols as needed to prevent further cases in accordance with CDPH Guidelines (“Responding to COVID-19 in the Workplace”).
  + Implement communication plans for exposure at school and potential school closures to include outreach to students, parents, teachers, staff and the school community.
  + Office Manager will provide information for staff regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable to schools.
  + Provide guidance to parents, teachers and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.
  + Develop a plan for continuity of education. Consider in that plan how to also continue nutrition and other services provided in the regular school setting to establish alternate mechanisms for these services to continue.
  + Maintain regular communications with the local public health department.
  + Where stable classroom cohorts have been maintained: All students and staff should be instructed to get COVID-19 testing and remain quarantined at home for 10 days.
  + Where stable classroom cohorts have not been maintained: Utilize class seating rosters and consultation with teachers/staff to identify close contacts to the confirmed COVID-19 case in all classrooms and on-campus activities.
* A “close contact”[[1]](#footnote-1) is someone who has been within six feet of the person who tested positive for a prolonged period of time (at least 15 minutes total in a 24 hour period) regardless of face covering use, or someone who had direct physical contact or shared eating or drinking utensils with that person, or if that person sneezed, coughed, or somehow got respiratory droplets on you.
* Close contacts should be instructed to get COVID-19 testing and should remain quarantined at home for 10 days.
  + For all settings: Provide information regarding close contacts to the county public health department via secure fax or email.
  + In consultation with the local public health department, the appropriate school official may decide whether school closure versus cleaning and quarantine of exposed persons or other intervention is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.
* Close contacts to confirmed COVID-19 case(s):
  + Close contacts (household or non-household) of confirmed COVID-19 cases should be sent home immediately, instructed to get COVID-19 testing immediately and ten (10) days after their last day of exposure to the case. Even if they test negative, they should remain in quarantine for a full 10 days after (1) date of last exposure to COVID-19 positive non-household contact or (2) date that any COVID-19 positive household member completes his or her isolation.
  + No actions need to be taken for persons who have not had direct contact with a confirmed COVID-19 case, and instead have had close contact with persons who were in direct contact.
  + Those who test positive should not return until they have met county health department criteria to discontinue home isolation.
* Returning to school after home isolation:
  + Symptomatic individuals who test negative for COVID-19 can return 3 days after resolution of fever (if any, without use of fever-reducing medication) and improvement in symptoms.
    - Documentation of a negative test result should be provided to school administrators.
    - In lieu of a negative test result, students and staff may return to work with a medical note by a physician that provides alternative explanation for symptoms and reason for not ordering COVID-19 testing.
  + Symptomatic individuals who test positive for COVID-19 can return 10 days after symptom onset or test date.
  + Close contacts to confirmed COVID-19 cases at school can return 10 days from the last date that the case was present at school while infectious.
  + Close contacts to confirmed COVID-19 cases at home or outside school can return a full 10 days after (1) date of last exposure to COVID-19 positive non-household contact or (2) date that COVID-19 positive household member completes their isolation.

**SHARED TOOLS, EQUIPMENT AND PERSONAL PROTECTIVE EQUIPMENT (PPE)**

PPE must not be shared, e.g., gloves, goggles and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by wiping surfaces with a Clorox or Lysol wipe.

### HAND SANITIZING

In order to implement effective hand sanitizing procedures, we:

* Utilize routines to ensure that students and staff wash or sanitize hands frequently, including upon arrival to campus, after using the restroom, after playing outside and returning to the classroom, before and after eating, and after coughing or sneezing.
* Sanitation routines will enable students and staff to regularly wash their hands at staggered intervals.
* Staff will teach and reinforce proper handwashing technique, avoiding contact with one’s eyes, nose, and mouth, using a tissue to wipe the nose, and covering coughs and sneezes.
* The Charter School shall make soap, tissues, no-touch trashcans, face coverings, water and paper towels or dryers for hand washing available. 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.
* If soap and water are not readily available, the Charter School shall make available alcohol-based hand sanitizer that is at least sixty percent (60%) ethyl alcohol. (Note: frequent handwashing is more effective than the use of hand sanitizers.)
* Children under age 9 should only use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222.
* The Charter School shall place posters conspicuously that encourage hand hygiene to help stop the spread of COVID-19.
* Employees should visit the CDC’s coughing and sneezing etiquette and clean hands webpage for more information.

### 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.

We provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

## INVESTIGATING AND RESPONDING TO COVID-19 CASES

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

Employees who had potential COVID-19 exposure in our workplace will be:

* Offered COVID-19 testing at no cost during their working hours, either through personal medical insurance or reimbursement.
* Office Manager will provide information for staff regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable to schools.

## SYSTEM FOR COMMUNICATING

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

* Who employees should report COVID-19 symptoms and possible hazards to, and how**.**
* That employees can report symptoms and hazards without fear of reprisal.
* Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
* Where testing is not required, how employees can access COVID-19 testing
* In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
* Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.

## 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 10 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 byproviding employer-paid sick leave and/or information regarding short term disability where permitted by law and when not covered by workers’ compensation.
* 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 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.

James Brown, School Director Date

## APPENDIX A: IDENTIFICATION OF COVID-19 HAZARDS

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

**Person conducting the evaluation**:

**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** |
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## APPENDIX B: COVID-19 INSPECTIONS

**[This form is 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]**

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| --- | --- | --- | --- |
| **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)]**

| **COVID-19 Case Investigation Information** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **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** |
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## ADDITIONAL CONSIDERATION #1: MULTIPLE COVID-19 INFECTIONS AND COVID-19 OUTBREAKS

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

### COVID-19 TESTING

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

### EXCLUSION OF COVID-19 CASES

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

### INVESTIGATION OF WORKPLACE COVID-19 ILLNESS

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

### COVID-19 INVESTIGATION, REVIEW AND HAZARD CORRECTION

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

The investigation and review will be documented and include:

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

1. A close contact also includes a situation in which a person provided care at home to someone who is sick with COVID-19. [↑](#footnote-ref-1)