



Model COVID-19 Prevention Program (CPP)

With some exceptions, all employers and places of employment are required to establish and implement an effective written COVID-19 Prevention Program (CPP) pursuant to an Emergency Temporary Standard in place for COVID-19 (California Code of Regulations (CCR), Title 8, section [3205\(c\)](#)). Cal/OSHA has developed this model program to assist employers with creating their own unique CPP tailored to their workplace.

Employers are not required to use this program. Employers may create their own program or use another CPP template. Employers can also create a written CPP by incorporating elements of this program into their existing Injury and Illness Prevention Program (IIPP) if desired. Cal/OSHA encourages employers to engage with employees in the design, implementation, and evolution of their COVID-19 Prevention Program.

Using this model alone does not ensure compliance with the emergency temporary standard. To use this model program effectively, the person(s) responsible for implementing the CPP should carefully review:

- All of the elements that may be required in the following CCR, Title 8 sections:
 - [3205, COVID-19 Prevention](#)
 - [3205.1, Multiple COVID-19 Infection and COVID-19 Outbreaks](#)
 - [3205.2, Major COVID-19 Outbreaks](#)
 - [3205.3, Prevention in Employer-Provided Housing](#)
 - [3205.4, COVID-19 Prevention in Employer-Provided Transportation to and from Work](#)
 - The four [Additional Considerations](#) provided at the end of this program to see if they are applicable to your workplace.
- The additional guidance materials available at www.dir.ca.gov/dosh/coronavirus/



November 2020



COVID-19 Prevention Program (CPP) for ARISE High School

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

In preparation for student and employee return to our workplaces, we are implementing a robust set of safety protocols and practices consistent with the regulations issued by CalOSHA for COVID-19 prevention, and updated on January 26, 2021.

Date: 3/12/2021

Authority and Responsibility

The **Head of School** has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies, and procedures, and assisting in maintaining a safe work environment.

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by **contacting their supervisor**. **In addition:**

- **all employees are encouraged to raise concerns directly with the Director of HR, Karla Gandiaga, karla@arisehighschool.org;**
- **School leaders, admin, and coaches consult with all teachers and staff on weekly basis.**

Employee screening

We screen our employees by self-screening according to CDPH guidelines. Employees will self-screen before coming to work by using our Wellness Assessment Checklist (See below). In accordance with



CPHD testing guidance, staff will be tested on a bi-weekly basis. Non-contact thermometers will be used for any on-site screening and face coverings will be used during screening by both screeners and employees. All persons on campus must have a face covering at all times. Face coverings will be provided at the front desk for any employee, student, or visitor if needed.

Wellness Assessment Checklist: If you answer YES to any of the following questions, DO NOT come to the school. Please use your best judgment when answering these questions and if you are ever unsure how to answer a question please contact the school office at (510) 436-5487 for next steps.

- Have you come in contact with someone who has COVID-19 or symptoms of COVID-19 in the past 14 days? (close contact = within 6 feet for 15 minutes or longer)
- In the past 14 days. Have you or someone you live with been diagnosed with COVID-19?
- In the past 72 hours, have you or anyone in your household had any of the following symptoms:
 - Fever or chills (fever = 100F or higher)
 - Cough
 - Sore throat
 - Headache
 - Difficulty breathing or wheezing
 - Feeling unusually weak or fatigued
 - Unexplained muscle aches
 - Loss of sense of taste or smell
 - Runny or congested nose
 - Nausea, vomiting, or diarrhea

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on **Appendix B: COVID-19 Inspections** form, and corrected in a timely manner based on the severity of the hazards, as follows:

The Director of Operations will conduct routine inspections of the facility in collaboration with the Head of School and our custodial staff. The Head of School will determine the severity of the hazard and assign correction time frames accordingly.

In most cases, the Director of Operations will be responsible for timely correction. If additional support is needed, the Director of Operations will collaborate with Property Management and/or will assign additional individuals, and if necessary hire additional help. The Director of Operations will be responsible for following up to ascertain that the hazard is corrected in a timely manner and notify the Head of School.



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 when applicable.
- Reducing the number of persons in an area at one time, including visitors.
- Visual cues such as signs and floor markings indicate where employees and others should be located or their direction and path of travel.
- Staggered arrival, departure, work, and break times for staff and students.
- Stable Groups of no more than 10-15 students and no more than 2 teachers per stable group. Students will remain in a single cohort and a single location where teachers will rotate in order to minimize cross-contamination.
- Classroom desks and furniture are spaced to allow six feet of distance between students and teachers. We also ask that all students and staff practice social distancing whenever moving around campus.
- In order to increase the potential for physical distancing during travel to and from locations, student movement will be restricted on campus. Arrival, dismissal, and restroom/break procedures will ensure students remain physically distanced.
- 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. Additional KN95 masks are located at the front office for anyone who needs one. All soiled or damaged masks will be disposed of and replaced when needed. All employees, students, and visitors are required to wear a mask at all times. Anyone without a mask will be given a mask or asked to leave the premises.

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.

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: Individuals in classrooms or offices will remain 6ft apart at all times with additional sneeze guards per student desk in classrooms. Front offices have also implemented sneeze



guards.

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

- Opening windows to classrooms and offices.
- HVAC systems are being updated to make sure to use MERV 13 high-quality air filters. Needlepoint Bi-polar Ionization technology will also be implemented into the HVAC system in order to provide clean ventilation. More information on NBPI [here](#) & testing information [here](#). In addition, HEPA filters will be installed in every classroom and office.
 - In event of natural hazards such as heat or smoke, windows will need to be closed. Ventilation and air filtration will be addressed through our NPBI technology and air purifiers.
 - Ventilation will be maintained at all times any person is present. Temperature controls are in enclosed cases but can be accessed with the property facilities team. If changes need to occur, Property Management and Facilities will be contacted.

Cleaning and disinfecting

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

All frequently touched surfaces such as student and staff desks, desk shields, printers, doors, and other surfaces will be cleaned on a daily basis. A deep cleaning will also take place on a weekly basis.

- Adequate supplies will be provided and in stock at all times including, disinfectant, wipes, masks, gloves, and various cleaning products. Inventory will be checked on a weekly basis and additional supplies will be ordered when needed.
- The cleaning and disinfecting team will be trained and notified of cleaning and disinfecting frequency and scope prior to opening.
- Common items will not be shared and students will be provided with their own supplies.
- For items that cannot be cleaned such as papers, teachers will let them sit for 24 hours before they are handled.
- Plastics will be cleaned and disinfected between uses
- Classrooms, offices, and bathrooms will be cleaned daily and deep cleaned weekly.

Should we have a COVID-19 case in our workplace, we will implement the following procedures: Disinfection and deep cleaning of school will take immediately following notification of positive case. All materials, areas, and equipment will be disinfected especially in areas where the positive case individual was present.

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 using disinfecting wipes and sprays which will be available in all classrooms and offices. Gloves and hand sanitizer will also be provided. The cleaning crew will also include these items in their daily and weekly deep cleaning.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:



- Evaluate handwashing facilities.
- Determine the need for additional facilities.
- Encourage and allow time for employee handwashing.
- Providing employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).
- Encouraging employees to wash their hands for at least 20 seconds each time.]

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

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

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 on site.
- The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to them.

In the Event of Illness

Students, teachers, and staff who feel unwell for any reason are required to stay home. Any student, teacher, or staff member with a fever of 100 degrees or higher, or any of the other symptoms of possible COVID-19 virus infection, cannot come to campus.

If a student, faculty, or staff member develops an illness, fever, or other COVID-19 symptoms while at school, the individual(s) will be sent home. Students should report to the front office right away, where a staff member will contact their family for immediate pickup. Sick students waiting for pickup will remain physically isolated in a dedicated space located in each building. Faculty and staff members who are ill must leave campus right away.

Returning to Campus

We ask that students and staff members who are absent because of COVID-19 symptoms contact their health care provider to discuss testing and medical care. If a student, faculty, or staff member tests positive for COVID-19 with or without symptoms, they cannot return to campus until they meet the Alameda County Public Health Department criteria. If a student, faculty, or staff member exhibits COVID-19 symptoms but does not get a COVID-19 test, they may not return to school until at least 24 hours have passed with no



temperature over 100F degrees without the use of fever-reducing medications and at least 10 days since symptoms first appeared, or an alternate diagnosis for the symptoms is provided by their health care provider.

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:

- Employees should report COVID-19 symptoms and possible hazards to their Supervisor, Director of Operations, or Head of School.
- Employees can report symptoms and hazards without fear of reprisal to their Supervisor, Director of Operations, and/or Head of School. If an employee feels that they are facing or have faced reprisal, the Head of School will investigate.
- Employees with medical or other conditions that put them at increased risk of severe COVID-19 illness may continue to work from home.
- Where testing is not required, employees can access COVID-19 testing through health insurance providers(s), local county health department, or other sites (government offices, pop-ups, etc).
- 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.
- COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to visitors such as family members, community members, and contractors. All visitors will be required to make an appointment to visit and must wear a mask to enter the campus. All packages are being delivered to a central location in the main building. Anyone violating these guidelines will not be allowed inside the building.

Examples of Possible Scenarios

Scenario	Action
Student/Staff exhibits COVID-19 symptoms, answers yes to health screening question and/r has a temperature of 100F or above	<ul style="list-style-type: none"> - Student/staff will be sent home - Student/staff member will be placed in Isolation Space, pending pick up from school - Advise student/staff member to contact a healthcare provider and consider COVID-19 testing - Advise student/staff to share test results with COVID Liaison as soon as possible - Advise symptomatic staff or parent of a symptomatic student to follow isolation instructions unless COVID-19 is ruled out by the health provider - Provide testing resources to individual



<p>Close contact of Student/Staff tests Positive</p>	<ul style="list-style-type: none"> - Student/staff will be sent home - Advise student/staff member to follow quarantine instructions for a minimum of 14 days - Advise student/staff member to contact their healthcare provider and consider COVID-19 testing - Provide resources for free testing locations
<p>Positive Case: A student/staff member tests positive for COVID-19</p>	<ul style="list-style-type: none"> - Contact Alameda County Public Health Department: safelearning@acgov.org or 510-269-2101 - Advise close contacts of the COVID-19 positive student/staff member to follow quarantine instructions, contact their healthcare provider and consider testing - Advise household contacts of COVID-19 positive student/staff member to follow quarantine instructions, contact their healthcare provider and consider testing - Clean and disinfect classroom and primary spaces where COVID-19 positive student/staff member spent significant time ≥ 15 minutes <ul style="list-style-type: none"> - *Close off for 24 hours before cleaning*
<p>Currently Isolated & Tests Negative before 10 days</p>	<ul style="list-style-type: none"> - Continue following isolation instructions - COVID-19 test is negative, staff or student member can return after: <ul style="list-style-type: none"> - have no fever for at least 24 hours without taking medication to lower fever such as acetaminophen (Tylenol) or ibuprofen (Advil or Motrin) - Must show a medical evaluator note to verify that symptoms are not due to COVID-19 and the test for COVID-19 is negative
<p>Currently Isolated & Wants to return before 10 days</p>	<ul style="list-style-type: none"> - No COVID test, staff, or student can return after: <ul style="list-style-type: none"> - have no fever for at least 24 hours without taking medication to lower fever such as acetaminophen (Tylenol) or ibuprofen (Advil or Motrin) - Must show a medical evaluator note to verify that an alternative diagnosis has been made and symptoms are not due to COVID-19 - COVID-19 test is negative, staff or student



	<p>member can return after:</p> <ul style="list-style-type: none"> - have no fever for at least 24 hours without taking medication to lower fever such as acetaminophen (Tylenol) or ibuprofen (Advil or Motrin) - Must show a medical evaluator note to verify that symptoms are not due to COVID-19 and the test for COVID-19 is negative
<p>Currently quarantined & tests negative</p>	<ul style="list-style-type: none"> - Follow quarantine instructions <ul style="list-style-type: none"> - if a staff member or student has never had symptoms, gets tested, and the COVID-19 test is negative: <ul style="list-style-type: none"> - they must still remain in quarantine for 14 days, because they may develop symptoms and/or become infectious to others at any time during the 14 days - For those who do not develop symptoms: <ul style="list-style-type: none"> - Students: testing is advisable but not required. Parents should discuss the pros and cons of testing with the child's health care provider. - Staff: ACPHD recommends testing 4-10 days after the last exposure to a COVID-19 case. - *School will provide testing resources*

Training and Instruction

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures 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 infected 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 handwashing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or handwashing 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.

Prevention & Education:

To help prevent the spread of any infectious disease, schools have an opportunity to educate students, staff, and the community on social etiquette, good health and hygiene habits, and disease prevention. ARISE High School will continue to provide public and community health awareness education.

Our educational message is:

- Cover Your Cough and Sneeze (in your elbows)
- Wash Your Hands Often
- Stay Home If You're Sick
- Wear appropriate PPE (Personal Protective Equipment: which includes masks, face shields, and sneeze guards)
- Practice Social Distancing

Cover Your Cough and Sneeze:

- Do not remove face masks while coughing or sneezing. A new mask will be provided if needed.
- In addition, cover your mouth and nose with a tissue when you cough or sneeze, OR cough or sneeze into your upper sleeve, not your hands.
- Clean your hands after you cough or sneeze.

There will be an ample supply of tissues and hand sanitizer available in each classroom and throughout the campus. Students will have time to wash their hands throughout the school day.

Resources:

[CDC Coughing & Sneezing](#)

Wash Your Hands Often:

Diligent hygiene, when practiced by the entire community, helps prevent virus transmission. Regular handwashing is critical. The best option is to use soap and water for at least 20 seconds. Additionally, the frequent use of alcohol-based hand rub with formulations containing 60% ethanol or 70% isopropanol is an effective way to prevent the spread of pathogens and infections.



To support this, ARISE High School has installed motion sensed sanitizers in common areas, motion sensed soap, and paper towel dispensers, and providing hand sanitizer in each classroom. It is strongly suggested that students, faculty, and staff sanitize hands upon entering or exiting a space.

Resources:

- CDC guidance: [When and How to wash your hands](#)

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 following the ARISE Employee Handbook provisions for employer-provided employee sick leave benefits, payments from CARES Act as needed, and when not covered by Worker's Compensation. Providing employees at the time of exclusion with information on available benefits.
- 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 representatives of Cal/OSHA immediately upon request.
- Use **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.

- o COVID-19 symptoms have improved.
- o 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 has 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.

Additional Information unique to our school:

- ARISE has partnered with Valencia Laboratory and Color Inc to provide COVID-19 Testing for staff and students on site. As the county remains in the Red Tier, testing for students and staff will be conducted every two weeks as surveillance.
 - Any COVID-positive cases among staff or students that occur during in-person instruction will initiate cohort closure for 14 days.
 - Currently, optional in-person instruction is prioritized to SPED students and those who need additional support starting in April 2021 to provide in-person supervision, instruction, targeted support services, and facilitation of distance learning for some students, especially high-need student groups and students who may not be able to benefit fully from distance learning offerings.
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Karla Gandiaga
Head of School

Date: 3/12/2021

A handwritten signature in black ink that reads "Karla Gandiaga". The signature is written in a cursive style with a horizontal line underneath the name.



Appendix B: COVID-19 Inspections

Date:

Name of person conducting the inspection:

Work location evaluated:

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Handwashing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
PPE (not shared, available, and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			



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:

Name of person conducting the investigation:

Employee (or non-employee*) name:		Occupation (if non-employee, why they were in the workplace):	
The location where the employee worked (or non-employee was present in the workplace):		Date investigation was initiated:	
Was a COVID-19 test offered?		Name(s) of staff involved in the investigation:	
Date and time the COVID-19 case was the last present in the workplace:		Date of the positive or negative test and/or diagnosis:	
The 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):

<p>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):</p>	
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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:	
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*Should an employer be made aware of a non-employee infection source COVID-19 status.



Appendix D: COVID-19 Training Roster

Date: TBD

The person that conducted the training: TBD

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**.