



Simon R. Canalez  
Superintendent

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480 N. Imperial Avenue, Brawley, CA 92227  
(760-312-5819 (ph) (760) 344-9520 (f) [www.brawleyhigh.org](http://www.brawleyhigh.org)

# COVID-19 Prevention Program (CPP)

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## **Authority and Responsibility**

The Superintendent or designee have the 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.

## **What is COVID-19?**

On February 11, 2020, the World Health Organization announced an official name for the disease that is causing the 2019 novel coronavirus outbreak, first identified in Wuhan, China. The new name of this disease is Coronavirus Disease 2019, abbreviated as COVID-19. In COVID-19, 'CO' stands for 'corona,' 'VI' for 'virus,' and 'D' for disease. Formerly, this disease was referred to as "2019 novel coronavirus" or "2019-nCoV".

There are many types of human coronaviruses including some that commonly cause mild upper-respiratory tract illnesses. COVID-19 is a new disease, caused by a new coronavirus that has not previously been seen in humans. The current vaccines to prevent COVID-19 are currently being administered in a Tiered phase of distribution.

## **What are the Signs and Symptoms of COVID-19?**

Signs and symptoms of COVID-19 may appear in as few as 2 days or as long as 14 days after exposure to the virus. Most people experience mild to moderate symptoms, however some people may have no symptoms at all. People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever > 100.4 F
- Chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Nausea, Vomiting, Diarrhea
- Congestion and or runny nose
- Fatigue
- Muscle and or Body Aches

## **How COVID -19 Spreads (OSHA)**

Although the first human cases of COVID-19 likely resulted from exposure to infected animals, infected people can spread SARS-CoV-2 to other people. The virus is thought to spread mainly from person-to-person, including:

- A. Between people who are in close contact with one another (close contact is defined as less than 6 feet for more than 15 minutes).
- B. Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- C. Through contaminated surfaces where respiratory droplets have landed and then touching one's eyes, face, nose or mouth.

People are thought to be most contagious when they are most symptomatic (i.e., experiencing fever, cough, and/or shortness of breath). It may be possible for COVID-19 to spread without experiencing any symptoms; there have been reports of this type of asymptomatic transmission with this new coronavirus, but this is not thought to be the main way the virus spreads. Although the United States has implemented public health measures to limit the spread of the virus, it is likely that some person-to-person transmission will continue to occur. The CDC website provides the latest information about COVID-19 transmission:

<http://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html>.

## **How a COVID -19 Outbreak Could Impact Workplaces (OSHA)**

Similar to influenza viruses, SARS-CoV-2, the virus that causes COVID-19, has the potential to cause extensive outbreaks. Under conditions associated with widespread person-to-person spread, multiple areas of the United States and other countries may see impacts at the same time. An outbreak may also be an extended event. As a result, workplaces may experience:

- A. Absenteeism: Workers could be absent because they are sick; are caregivers for sick family members; are caregivers for children if schools or day care centers are closed; have at-risk people at home, such as immunocompromised family members; or are afraid to come to work because of fear of possible exposure.
- B. Change in patterns of commerce: Consumer demand for items related to infection prevention (e.g., respirators) is likely to increase significantly, while consumer interest in other goods may decline. Consumers may also change shopping patterns because of a COVID-19 outbreak. Consumers may try to shop at off-peak hours to reduce contact with other people, show increased interest in home delivery services, or prefer other options, such as drive through service, to reduce person-to-person contact.
- C. Interrupted supply/delivery: Shipments of items from geographic areas severely affected by COVID19 may be delayed or cancelled with or without notification.

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

## 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' representative(s) are encouraged to participate in the identification and evaluation of COVID-19 hazards by:

- Reporting COVID-19 related symptoms, exposures, and potential hazards at the workplace to supervisors and/or District Administration.
- Participating in staff meetings.
- Reporting potential safety concerns and hazards during regular employee labor representative meetings.
- Participating in the COVID-19 Health and Wellness task force.

### Employee screening

We screen our employees by:

- Passive Screening - employees submit a daily wellness check to report any COVID-19 related symptoms or exposures prior to reporting to worksite.
- Requiring employees to stay home and follow up with Human Resources or assigned supervisor if experiencing COVID-19 related symptoms or exposed to a COVID-19 positive person.
- Active Screening - Employee temperatures are taken daily with a no-contact thermometer when employees report to work, and employees with a temperature of 100.4 degrees Fahrenheit or higher cannot report to the work site.
- Requiring both screeners and employees to wear face coverings during daily temperature assessments.

### 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

- Each COVID-19 hazard will be assessed by the Maintenance, Operations & Transportation (MOT) Supervisor, Safety and Security Services Supervisor, or Human Resources Director (as appropriate) and Administrator to determine the severity.
- The correction time frames and person responsible for addressing the hazard will be assigned by an Administrator.
- A follow-up report will be completed by the person assigned responsibility for the hazard, and submitted to the Administrator and Superintendent 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:

- Evaluating the need for workers to be in the workplace – e.g., telework or other remote work arrangements when COVID-19 case rates and positivity rates reflect an increased trend.
- Reducing 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, to include six feet distance markers placed in high traffic areas.
- Staggered arrival, departure, work, and break times.
- Utilizing Zoom and other virtual platforms to conduct meetings.
- Limited number of employees scheduled for in-person meetings to meet 6 feet social distancing requirements when virtual meetings are not possible.
- Limited elevator use to persons with a disability and operation to staff only.
- Limited use of staff break and eating areas to the number of employees allowed to maintain the social distancing requirements.
- Monitored student break and eating areas to ensure social distancing requirements are met.
- Adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees.

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.

- New cloth face coverings will be issued to every employee.
- Employee face coverings will be replaced when damaged and at least quarterly or the equivalent (4 per year).
- Employees are permitted to wear their personal face covering.
- Employees must wear face covers appropriately, covering the nose and mouth.
- A disposable mask will be provided to employees who forget a face covering.

- The District will explore the necessity and availability of N95 masks.
- Should a non-employee on campus be found without a face cover, employees will advise the individual(s) of the policy and provide a disposable mask or contact supervisory personnel immediately to ensure non-employee complies with the face cover requirement.
- Personnel/disciplinary measures may be taken if face covering is not worn when required and safety protocols are not followed.

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.

Documented medical exemptions are the only allowance for staff members who cannot wear a face covering. All employees are responsible to maintain and monitor at least six feet or more distance from other staff members or students. If a six foot distance cannot be maintained, the employee will notify their supervisor to ensure that adequate distance can be established. Shields and partitions are available to be utilized as an extra layer of protection in addition to physical distance.

### **Engineering controls**

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

- Solid plexiglass partitions and shields.

### **Ventilation**

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

- The HVAC systems in the District Business Office, BUHS Cafeteria, Counseling Center, High School Administration, Student Services, Staff Lounge and new Gymnasium have all been retrofitted with the iWave purification system designed to sanitize the air flow by killing molds, bacteria, and viruses in the air. The Palmer Auditorium, Library, and old Gymnasium are scheduled for the next retrofitting installation. In addition, five school buses have been identified for installation of the system.
- UV light disinfecting system has been installed in the HVAC system throughout the District.
- MERV-13 Air Filters have been purchased for every unit throughout the District, and will be replaced twice a year or sooner if needed due to an event that requires an immediate change such as a wildfire or other event that results in higher than normal airborne toxins.
- System may be adjusted by maintenance personnel to control the outside air flow to minimize any hazards in order to protect employees.
- District maintenance personnel can increase filtration efficiency to the highest level compatible with the ventilation system.
- Portable air purifiers have been purchased for use in areas that are small in space and/or have less air ventilation.
- Filters will be changed out regularly with new replacement filters to ensure units operate at maximum efficiency.

## **Cleaning and disinfecting**

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

- Custodial personnel are assigned responsibility for cleaning and disinfecting designated areas daily and are provided adequate supplies and time for it to be done properly.
- Custodial staff have been trained in the proper cleaning/disinfecting procedures related to COVID-19.
- Inform employees and authorized employee representatives of the frequency and scope of cleaning and disinfection.
- Restroom, break rooms, meeting rooms and common areas are cleaned and disinfected frequently throughout the day and documented on cleaning logs posted in the area.
- Classrooms used by more than one group of students will be cleaned and disinfected between sessions.
- Utilize Stearns One Pack Multi-Scrub Solution and Stearns MARKE II, which is a disinfectant, Germicide, Detergent and Deodorizer that meets CDPH standards.
- Non-custodial personnel are provided with disinfectant wipes to clean their own frequently touched surfaces, shared equipment and/or supplies daily.
- Inventory, utilization, and orders of cleaning and disinfecting supplies is maintained to ensure timely replacement and adequate supplies.

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

- Notify the local public health department.
- Area is immediately shut down with signage displayed.
- Area is left vacant for 24 hours based on Center for Disease Control (CDC) guidelines, and occupants are relocated or authorized to go home until cleaning, disinfecting and sanitization has been completed.
- Employees are provided with PPE (face covering, gloves and eye protection) to conduct the disinfection and cleaning of the infected areas including desks, cabinets, walls, ceilings, chairs, and frequently touched surfaces.
- Utilize products that meet EPA criteria for use against COVID-19 and are appropriate for surfaces, including the Stearns One Pack Multi-Scrub Solution and Stearns MARKE II disinfectant, germicide, detergent and deodorizer designed to sanitize and disinfect. Follow the instructions on the manufacturer's chemical labeling to ensure safe and effective use of the product.
- Utilize Counter Strike Steam Spray Machine with the Multi Scrub solution to spray the ceiling, air ducts, and entire room, and secure the area for a 24-hour period.
- Documentation is generated and maintained by the crew who cleaned the area, Supervisor who inspected the area, and the Safety and Security Services Coordinator after a final assessment is conducted prior to opening the area for use.
- Unless a major breakout occurs or as directed by Superintendent, no outside agency will be used for COVID-19 clean-up.

## **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:

- Utilizing disinfectant wipes and/or sprays provided to employees to disinfect shared equipment, tools, and supplies daily.
- Desks, phones, keyboards, high touch surfaces will be cleaned by maintenance crew daily.
- Training is provided to staff on proper cleaning, sanitizing and disinfecting utensils, tools, and equipment.

Sharing of vehicles, including the golf carts, will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users by:

- The person using the vehicle before it is driven and after it is driven.

## **Hand sanitizing**

In order to implement effective hand sanitizing procedures, we:

- Provide training to all employees on the proper procedures for hand washing and hygiene.
- Encourage and allow time for employees to wash their hands for at least 20 seconds throughout the day.
- Require students to wash their hands (for at least 20 seconds) at regular intervals.
- Provide employees with effective ethyl alcohol-based hand sanitizers at their work station.
- Set up hand sanitizer dispensers at high frequented locations. Hand sanitizers with methyl alcohol are prohibited and not provided.
- Installed touchless faucets and soap dispensers in restrooms.
- Placed additional portable handwashing station throughout the campuses and at entrance points.
- Evaluate need for additional hand washing stations.
- Post signage to promote health hygiene practices.

## **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:

- Provided written notification within 24 hours of the district being notified in accordance with AB 685.
- Excluded from the workplace and placed on quarantine if exposure is confirmed through contact tracing conducted by Human Resources or an assigned administrator.
- Provided information on benefits described in the Training and Instruction and Exclusion of COVID-



19 Cases sections below to include salary, sick leave, and other available benefits.

- Offered COVID-19 testing at no cost to the employee.

## 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 immediate supervisor or Human Resources by phone, text, or e-mail.
- Employees can report symptoms and hazards without fear of reprisal.
- Employees can contact Human Resources regarding procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Employees may access COVID-19 testing at available testing sites [**Appendix 1: COVID-19 Testing Sites**].
- Any student, teacher or staff member with COVID-19 symptoms should get tested. Common symptoms include fever, chills cough, shortness of breath or difficulty breathing, fatigue (feeling tired, muscle or body aches, headache, loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting or diarrhea. If an individual suspects they have symptoms, they should contact their doctor or healthcare provider to arrange for evaluation and 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 – Appendix D: COVID-19 Training Roster will be used to document training

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.

## 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 or for the number of days approved by the local public health officer.
- 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 workers' compensation, paid sick leave benefits, and other benefits required by law.
- Providing employees at the time of exclusion with information on available benefits.

## Reporting, Recordkeeping, and Access

It is our policy to:

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

## Return-to-Work Criteria

COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:

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

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Simon R. Canalez, Superintendent

Date

## **Appendix 1: COVID 19-Testing Sites**

- **Rite Aid**, 1501 West Main St., El Centro, CA - No referral required, testing by appointment only, drive-through testing. No cost for anyone 18+ years of age. Patients are required to provide government issued ID and need to pre-register online at [www.riteaid.com](http://www.riteaid.com) in order to schedule a time slot for testing.
- **CVS**, 1745 South Imperial Avenue, El Centro, CA - No referral required, drive-through, testing by appointment only. Patients must register at <https://www.cvs.com/minuteclinic/covid-19-testing>
- **All Valley Urgent Care**, 2026 N. Imperial Ave., Ste. C, El Centro, CA - Hours: MON-FRI, 12:00 p.m. – 9:00 p.m., SAT-SUN, 12:00 p.m. – 8:00 p.m. No referral required, testing by appointment only. For info please call (760) 592-4351.
- **Rite Aid**, 211 West Birch St., Calexico, CA - No referral required, drive-through, testing by appointment only. No cost for anyone 18+ years of age. Patients are required to provide government issued ID and need to pre-register online at [www.riteaid.com](http://www.riteaid.com) to schedule a time slot for testing.
- **OptumServe Testing Sites**, Visit <https://lhi.care/covidtesting> to schedule no cost testing at the following locations:

Brawley Senior Center, 575 J Street, Brawley, CA

Veterans Memorial Hall, 247 S. Imperial Ave., Imperial, CA

## 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:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name(s) of employee and authorized employee representative that participated:**

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

Date: \_\_\_\_\_

Name of person conducting the inspection: \_\_\_\_\_

Work location evaluated: \_\_\_\_\_

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Desk, Work Tables, door knobs, phones, push bars, water fountains, etc. Computer Keyboards Cleaned in between uses if in classroom. Cleaned daily if in office setting			
Cafeteria Table and Chairs or other areas. Clean after each use, before next group arrives. Cafeteria area cleaned utensils, all touch points areas cleaned daily. Floors mopped and sanitized as well.			
<b>Administrative</b>			
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			
Restrooms, Showers and Lockers Rooms (frequently cleaned high touch points: sinks, toilets, handles, door knobs, toilet handles, soap and towel dispenser) Clean and disinfect daily			
Floors cleaned and disinfect daily removing all dirt and other particles. Clean and disinfect daily			
<b>PPE</b> (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 un-redacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

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

Date: \_\_\_\_\_

Name of person conducting the investigation: \_\_\_\_\_

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

Name of person conducting the investigation: \_\_\_\_\_

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

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

## Appendix D: COVID-19 Training Roster

Date: \_\_\_\_\_

Person that conducted the training: \_\_\_\_\_

Employee Name	Signature



## **Additional Consideration #1**

**Workplace is identified by a local health department as the location of a COVID-19 outbreak, or there are three or more connected COVID-19 cases in a workplace within 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.

**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 Your workplace experience 20 or more COVID-19 cases within a 30-day period**

### **Major 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 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**.