

# 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 CCP template. Employers can also create a written CCP 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/](http://www.dir.ca.gov/dosh/coronavirus/)



November 2020



## **INJURY AND ILLNESS PREVENTION PROGRAM ADDENDUM COVID-19 Prevention Program (CPP) for Buellton Union School District**

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

**Date: 1/15/2021**

### **Authority and Responsibility**

**The Superintendent or designee** 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.
- BUSD regularly reviews 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. Orders and guidance are reviewed collaboratively in a variety of countywide group meetings including Superintendents' meetings, Human Resources Network meetings, Risk and Safety Management meetings, Countywide School Nurse meetings, staff meetings, and other Job-Alike meetings. The Santa Barbara County Public Health Department has designated a Public Health Liaison and a Physician as a source of support, guidance, and collaborative communication during the pandemic.
- 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.
- Employees and authorized employees' representatives are encouraged to participate in the identification and evaluation of potential COVID-19 hazards by maintaining ongoing reciprocal verbal and written communication with administration.
- Employees shall be educated and empowered by management to respectfully remind others to follow all policies, procedures, and practices adopted related to COVID-19.
- BUSD has identified Workplace Infection Control Coordinators, provided them with exposure and response training to respond effectively and immediately to COVID-19 in the workplace in order to prevent or reduce the risk of transmission.

## Employee screening

We screen our employees by daily temperature checks and the CDC questioning protocol. Records will be kept confidential in locked files until shredding when no longer needed.

## 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.
- The severity of the unhealthy work conditions, practices or procedures will be assessed through investigation and will be based on compliance with scientific practices known to reduce or prevent the transmission of COVID-19 as determined by state and local health guidance, regulations, and orders.
- Interviews with individuals who may be familiar with the condition, practice or procedure being inspected may be conducted.
- Walk-through visits may be conducted, as appropriate.
- Meetings with individual(s) who may have valuable contributions toward the assessment of the conditions, practices or procedures may be conducted.
  - As a part of the inspection, specific individuals will be identified as responsible for timely correction or improvement of conditions, practices, or procedures, and will be provided instructions for completion.
  - Follow up measures such as check-ins or walk-through visits will be taken to ensure timely implementation of necessary changes.

## Employee Training

BUSD shall educate employees on policies and procedures to protect employees from COVID-19 hazards, including but not limited to the items in this section.

- Training and instruction shall be provided using methods that are easy to understand including verbal, visual, audiovisual and picture-centered handouts and other resources.
- All training shall be consistent with the Center for Disease Control (CDC) and/or state and local Public Health guidance and regulation, whichever is most strict and shall include the following topics:
  - [What COVID-19 is and how it is spread](#)
  - COVID-19 is an infectious disease that can be spread through air transmission.
  - Particles containing COVID-19 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.
  - Individuals with COVID-19 may be asymptomatic.
  - [Signs and symptoms of COVID-19](#)
  - [When to seek medical attention if not feeling well.](#)
  - [Prevention of the spread of COVID-19 if you are sick](#) including the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
  - [Use of face coverings to help slow the spread](#) and that face coverings are not respiratory equipment but rather, are intended to primarily protect other individuals from the wearer of the face covering.
  - How to properly wear a face covering over the nose and mouth.
  - [Physical distancing guidelines.](#)
  - Importance of [washing hands](#) with soap and water for at least 20 seconds or use of hand sanitizer if soap and water are not readily available.
  - [Coughing and sneezing etiquette.](#)
  - [Guidance for cleaning and disinfecting.](#)
  - Reading labels, wearing proper Personal Protective Equipment (PPE), hazard review and steps to minimize harm to employees using cleaning products.
  - HAZCOM online training module shall be required for all employees and substitutes.
  - Healthy Schools Act online training module shall be required for all employees and substitutes.
  - [How to properly put on and take off PPE.](#)
  - Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.

- Employees required to actively screen students or staff for symptoms of COVID-19 shall be provided with sufficient information and training consistent with state and local public health guidance.

## **Employee Supports**

- Employees who are at high-risk from COVID-19 are entitled to engage in an interactive process meeting with their supervisor and/or human resources in order to identify and determine appropriate accommodations, if any.
- BUSD shall educate employees on leave options available for COVID-19 related absences including but not limited to those consistent with the Families First Coronavirus Response Act, when applicable.

## **Handwashing**

- Handwashing facilities shall be evaluated to determine any need for additional facilities.
- Employees shall be provided with effective hand sanitizer and shall be prohibited from using hand sanitizer containing methanol (e.g. methyl alcohol).
- Employees shall be provided with information on and encouraged to engage in proper handwashing including washing their hands for at least 20 seconds each time.
- Employees shall be allowed time for regular handwashing.

## **Personal Protective Equipment (PPE)**

- An evaluation of the appropriate need for PPE as required by Title 8, section 3380, such as gloves, goggles, and face shields, shall be conducted and such PPE shall be provided accordingly.
- Use of respiratory protection shall be evaluated in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.
- Eye protection and respiratory protection shall be provided and used in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.
- PPE, such as but not limited to gloves, goggles, face coverings, and face shields shall not be shared.

## **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.

- All employees shall be required to wear face coverings consistent with state guidelines, SBCEO program decisions, and with the school site procedures adopted where they are assigned to work.
- Negative COVID-19 test results shall not be used as an alternative to face coverings.
- Exceptions to wearing a face covering while indoors include:
  - When an employee is alone in a room;
  - While eating or drinking, provided employees are six feet apart and outside air supply to the area 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.
- Any exceptions or exemptions for use of face coverings must be authorized by supervisors and shall be consistent with state and local public health guidance.
- Any employee who has an authorized exemption permitting them to not wear a face covering shall be 6 feet away from all other persons and the unmasked employee must be fully vaccinated or be tested at least weekly for COVID.
- Employees shall be provided with CDC resources on how to properly put on, remove, and launder face coverings.

- Signage on how to properly wear a face covering shall be posted in various visible locations on SBCEO premises.
- Disposable masks shall be made available to employees who do not have a face covering or who forget to bring a face covering with them to their assigned workplace.

## **Physical Distancing**

Physical distancing is an effective method that can help stop or slow the spread of an infectious disease by limiting close contact between people. For COVID-19, the current distance recommended by CDC is at least 6 feet. See section 3205(c)(6) for details.

- BUSD employees will be provided with information from CDC on physical distancing and shall be directed to engage in physical distancing at all times to the extent possible.
- Signage reminding employees to maintain physical distancing shall be posted in various visible locations on BUSD premises.
- Where physical distancing is not feasible, employees shall be required to wear a face covering and physical barriers will be put in place where appropriate to help stop the spread of COVID-19.
- To prevent individuals from accessing workspaces other than their own, managers may consider purchasing free-standing signage limiting access.

## **Limit Non-Essential Visitors and Travel**

- All meetings shall be virtual to the extent feasible.
- In-person meetings shall be limited to room capacity that allows for 6 feet of distance between each participant and face coverings are required at all times.
- All meeting rooms shall be measured for room capacity to allow for 6 feet of distance and maximum room capacity signs shall be posted.
- To the extent feasible, visitors must be approved before arrival.
- Visitors shall be instructed to wear proper face coverings over the nose and mouth at all times.
- Visitors shall be instructed to maintain physical distancing to the extent possible.
- To the extent feasible, visitors must be by appointment only and shall be informed of all BUSD health and safety procedures prior to arrival.
- To the extent feasible, visitor appointments shall be limited in time to minimize potential exposure.
- All shared equipment such as tables and chairs utilized by a visitor shall be sanitized promptly once the visitor has departed.
- BUSD shall limit any unnecessary travel with multiple passengers including that in personal employee vehicles and LEA-provided vehicles.
- BUSD shall make virtual all non-essential and eliminate any non-essential events such as entertainment activities and celebratory events.

## **Wellness Screening**

- All BUSD employees, substitute employees, and visitors determined to be on worksites for extended periods are required to engage in daily active wellness screening to help stop the spread.
- All BUSD employees shall engage in a passive screening daily prior to coming to work that includes a self-assessment wellness check that they are free from symptoms consistent with COVID-19 per CDC guidance.
- All employees may be required to engage in on-site active screening procedures consistent with the host school site adopted procedures including but not limited to temperature checks, documentation that they are symptom-free, and/or COVID-19 testing.

## Control of COVID-19 Hazards

### Air Flow

- BUSD shall maximize, to the extent feasible, the quantity of outside air for buildings with mechanical or natural ventilation systems.
- Employees shall be informed to keep doors and windows open to the extent feasible.
- Employees shall be informed about circumstances where the amount of outside air needs to be minimized due to other hazards such as air pollution including wildfire smoke, and excessive heat or cold.
- Air pollution is defined as when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant.
- Ventilation systems will receive regular maintenance to ensure cleanliness and functionality. Assessments will be conducted to determine the possibility to increase filtration efficiency to the highest level compatible with existing ventilation systems.
- Filters for ventilation systems will be checked and replaced regularly to ensure cleanliness. In the event of a COVID-19 outbreak, MERV 13 level HEPA filters will be installed, as practicable, and if compatible with the ventilation system.
- SBCEO shall regularly review information on [CDC](#) and state and local public health guidance on matters of air and shall implement recommendations. Topics reviewed shall include but are not limited to those listed.

### Sanitizing and Disinfecting

- BUSD has established routine schedules to clean and disinfect common surfaces and objects in the workplace. Common surfaces and objects include but are not limited to tools, machinery, containers, counters, tables, chairs, benches, door handles, knobs, drinking fountains, refrigerators, vending machines, portable restroom and bathroom surfaces, company automobiles, and trash cans.
- Certain staff, such as custodians and maintenance and operations staff, shall receive specialized training and be required to disinfect common surfaces and objects in the workplace at least twice daily.
- All staff expected to disinfect areas compromised by exposure to individuals diagnosed with COVID-19 shall receive specialized training and shall wait at least 24 hours before disinfecting the areas affected.
- The process of disinfecting includes providing disinfecting products, any PPE required for their safe use, and review and compliance with manufacturer instructions for proper use.
- Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools shall not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by employees properly trained in disinfecting procedures.
- Disinfecting training and supplies shall be made available to certain staff including but not limited to custodial and maintenance staff.
- All staff shall be trained and required to sanitize shared spaces or items after each use including but not limited to copiers, refrigerators, microwaves, water coolers, vending machines, breakrooms, etc.
- Sanitizing supplies shall be made available in all communal areas and near all shared spaces or items.
- All staff required to sanitize shall be properly trained and provided with the appropriate PPE including gloves.
- Sharing of vehicles shall be minimized to the extent feasible, and high-touch points such as the steering wheel, door handles, seatbelt buckles, armrests, and shifter, shall be disinfected between users.

### Good Sanitation Practices

- Restroom facilities shall be checked regularly to ensure they are cleaned, sanitized, and clutter-free.
- Certain staff, such as custodians and maintenance and operations staff, shall be assigned to check restrooms, open doors and windows, re-stock toilet paper, and clean and sanitize as necessary.
- Certain staff, such as custodians and maintenance and operations staff, shall be assigned to make sure handwashing areas have plenty of soap, paper towels and that the area is cleaned and sanitized at least twice daily.

- Certain staff, such as custodians and maintenance and operations staff, shall be assigned to make sure handwashing supplies are re-stocked regularly.
- Certain staff shall be assigned to stock and provide appropriate PPE including but not limited to gloves and disposable masks.
- All staff shall be trained and assigned to sanitize frequently.

### **Engineering controls**

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

- Plexi-glass partitions will be utilized in an area where physical distance may not be consistently ensured.

### **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

### **Hand sanitizing**

- Handwashing facilities shall be evaluated to determine any need for additional facilities.
- Employees shall be provided with effective hand sanitizer and shall be prohibited from using hand sanitizer containing methanol (e.g. methyl alcohol).
- Employees shall be provided with information on and encouraged to engage in proper handwashing including washing their hands for at least 20 seconds each time.
- Employees shall be allowed time for regular handwashing.

### **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. **Reference section [3205\(c\)\(E\)](#) for details on required respirator and eye protection use.**
- 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 informed by their supervisor:

- Offered COVID-19 testing at no cost during their working hours.
- The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to them.

### **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 facecoverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, 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 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 collaboration with Worker's Compensation Administration.
- 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

- The time period before an employee can return to work after “close contact” of COVID-19 illness will follow current CDPH guidelines. These time frames will automatically update based on revisions to CDPH guidelines or any Governor’s Executive Order.
  - 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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Signature/Title

DATE



## Appendix B: COVID-19 Inspections

Review the information available at [www.dir.ca.gov/dosh/coronavirus/](http://www.dir.ca.gov/dosh/coronavirus/) for additional guidance

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			
<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			
<b>PPE (not shared, available and being worn)</b>			
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:**

<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>	

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

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

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

**Appendix D: COVID-19 Training Roster**

**Date:**

**Person that conducted the training:**

Employee Name	Signature

## **Additional Consideration #1**

### **Multiple COVID-19 Infections and COVID-19 Outbreaks (Specific to identification by Public Health)**

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 (Specific to identification by Public Health)**

**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**.