

# MODEL COVID-19 PREVENTION PROGRAM (CPP)

This document contains information that requires text color attributes to be turned on in screen reader software. This is a fillable template that the employer may complete to ensure compliance with the COVID-19 Emergency Temporary Standard. Instructions in red font enclosed in brackets indicate where to enter workplace-specific information. Additional editing will be warranted, as needed, to ensure the written program is customized to actual workplace conditions and characteristics. There are four Additional Considerations at the end of the document that may need to be incorporated into the CPP where applicable.

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/OHA 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

## COVID-19 PREVENTION PROGRAM (CPP) FOR

# CREATIVE ARTS

CHARTER SCHOOL

EST · 1994

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

**Last Updated: March 27, 2021**

### **AUTHORITY AND RESPONSIBILITY**

**Jenny Kipp, Director of Operations & COVID Coordinator for Creative Arts Charter 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 CACS 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:

- Provide a survey to all employees to provide real time feedback about workplace health and safety concerns related to COVID-19 in an anonymous manner.
- Union leadership meets weekly with Administration and will provide any health and safety concerns, suggestions, and/or feedback from the staff. All items shared will be taken seriously and investigated. Changes to protocols will be made if deemed necessary and appropriate.

## EMPLOYEE SCREENING

All Creative Arts Charter School Employees will be screened in the following manner:

- All employees must complete [this](#) passive health screening each day, prior to entering campus
- All employees will be actively screened upon entry in the following ways: temperature is taken with non contact thermometers that record and send warning to the Director of Operations and Office Manager in the event a fever is recorded, hand sanitation stations are at all entrances and must be used upon entry. All staff are given a paper bracelet that is color-coded and worn for the day indicating that they were screened upon entry.
- Remote thermometer stations also check for mask use and staff on duty will also check to be sure masks are well fitting. CACS is supplying triple layer, ear loop adjustable masks to all employees. All staff will wear masks 100% of the time while on campus except when eating and drinking
- Any employee reporting illness during the work day will be immediately released from duties and required to leave campus.

## CORRECTION OF COVID-19 HAZARDS

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

- The severity of the hazard will be assessed and correction time frames assigned, accordingly.
- The Director of Operations will lead the assessment and corrections with support from the SFUSD maintenance team via the work order system and other professionals, as needed
- All hazards identified will be documented (including correction and timeline) and filed for reference and available to all employees.

## 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:

- Ensuring that only the minimum number of staff needed will come to campus each day, based on schedules and number of students needing in-person instruction and support.
- Not allowing any volunteers to work inside the building for the first month of reopening. We will continually evaluate the community transmission rates and state color tiers with direction from the DPH in deciding if and when volunteers may be able to support school functions again.
- Visual reminders and cues for all employees; floor markers indicating both the direction of travel and 6-foot markings for social distancing, signage throughout the building reminding staff to remain 6 feet apart at all times possible.
- Staggered break and lunch periods to minimize risk of adult gatherings. Closure of staff lounge due to lack of available ventilation in that space.
- Adjusted work processes or procedures; movement of printers/copiers to allow for more spacing, “slow & steady” approach to work flow and outcomes.
- 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. Each employee will be provided 4 staff face masks (cotton masks with 3 layers) and 90 disposable masks. Employees are expected to wash their own masks. Any employee who needs additional masks at any time will be given them.

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 with an accommodation request and letter from a medical provider.
- If double masking is recommended indoors by the CDC, employees will be required to wear a single disposable mask underneath a cloth multi-layer mask.
- Gators are not allowed for adults.
- Face shields are available in addition to, not in place of, masks for all employees who choose to wear them

Any employee not wearing a face covering for any reason, shall be at least six feet apart from all other persons.

## **ENGINEERING CONTROLS**

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

- For students who need to do one-on-one work with their teacher or a specialist for longer than 15 minutes, there will be a barrier placed in between the adult and the student

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

- Every classroom has two (2) box fans with Merv-13 filters on the back. The fans are placed at each end of the bank of windows. One fan faces inward, bringing in outside air and the other faces outward, pushing out inside air.
- Every classroom has one (1) air purification system that is made to filter the square footage in the room
- A minimum of 5 windows per room is to remain open during anytime period when staff and students are occupying the room
- The door to the hallway is to remain open during anytime period when staff and students are occupying the room
- The outside doors to the main yard (both east and west entrances) are to remain propped open during school hours.
- Circumstances where the amount of outside air needs to be minimized due to other hazards, such as heat and wildfire smoke will lead to a temporary return to remote learning with an AQI above 130.
- All filters are labeled with the date of initial use and will be changed every 3 months.

## **CLEANING AND DISINFECTING**

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

- Ensuring adequate supplies and adequate time for it to be done properly.
- The Union leadership for both our Certificated and Classified Unions have been notified of the cleaning frequency and type.
- We have a daily cleaning team on-site from 9-3 and an evening cleaning team on site from 5-7pm each day. The daily team will focus on routine cleaning such as: bathrooms, trash removal, accident and illness clean-up, and hi-touch surfaces (door knobs, faucets, etc) while the evening team will focus on deeper cleaning, mopping, and

disinfection.

Should we have a COVID-19 case in our workplace, we will implement the following procedures: Area with exposure will be closed immediately for deep cleaning by the evening cleaning crew (outside vendor). Deep clean will include disinfection of all surfaces, materials, and furniture plus vacuuming and mopping.

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

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 having containers labeled, "Clean" and "Dirty" for items to go in. All "Dirty" items will be disinfected each evening and put back in with the "Clean" Materials. Any material that cannot be cleaned properly in that period of time will be removed from the environment for deeper cleaning.

### **HAND SANITIZING**

In order to implement effective hand sanitizing procedures, we have the following in place:

- Every classroom has a sink for hand washing with an extra large pump soap dispenser.. There will be 3 handwashing stations outside as well.
- Hand sanitation stations are placed throughout the building and at every entrance and exit. In addition, every classroom has a "safety station" right inside the door. There are additional safety stations throughout the building.
- Hand hygiene will be built into the daily bell schedule for all staff and students.
- There is additional signage throughout the building indicating the importance of hand hygiene

### **PERSONAL PROTECTIVE EQUIPMENT (PPE) USED TO CONTROL EMPLOYEES' EXPOSURE TO COVID-19**

- All employees are provided initially with 3 (three) triple layer cloth masks to be worn 100% of the time except when eating or drinking. Each employee will receive an additional mask any time they request one or every 2 months, whichever comes first. Employees will be responsible for laundering their own masks.
- Employees have the option to use a face shield, *in addition to*, not instead of, their face mask. Masks will be provided to any employee who requests one.
- Gloves, hand sanitizer, and disinfecting wipes are in every classroom at a designated "Safety Station"
- Safety barriers (ie: sneeze guards) will be provided so employees can safely work one-on-one or in small groups with students at a distance of less than 6 feet.

### **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:

- COVID-19 testing will be offered during normal work hours at no cost to employees.
- All positive cases within the workplace will be reported to the SFDPH within 24 hours of receipt
- CACS will follow all guidance from the DPH in its response to potential exposures and close contacts
- CACS has a tracking system for documenting when staff or students travel outside of their "normal" schedule each day and this will be used for tracking close contacts in addition to rosters. Examples of this include: specialists needing to push-in to a new classroom, administrators going into a classroom not assigned to them, and substitutes on campus covering for employees who are out)
- Employees who do not follow COVID-19 prevention measures will be disciplined according to our collective bargaining agreement and Reopening MOU.

- All staff will sign a COVID prevention pledge prior to a return to in-person work.
- Any COVID hazards that are identified in response to a case in the community will be immediately corrected.
- 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:

- Employees should report symptoms to any CACS Administrator who will ensure the COVID Coordinator is informed immediately via text message, phone, or walkie talkie.
- All CACS employees can report symptoms and hazards without fear of reprisal. CACS will take all reports seriously, investigate them, and act on them in a timely manner.
- Work accommodations will be made, to every extent possible, for any employee who presents with a medical condition that puts them at higher risk for COVID-19. CACS will adhere to all state and federal laws in regards to work accommodations.
- Testing will be offered to all employees every 2 weeks through Agile Force. All results are shared with the COVID Coordinator. Employees have the right to get tested at multiple other locations if they choose, which are also shared with them (Color, Kaiser, etc). Testing results must be shared with the COVID Coordinator.
- In the event of potential on-site exposure, CACS will provide additional testing days (beyond the every 2 weeks) during normal work hours at no cost. No employee will have to use sick time to get tested.

## **TRAINING AND INSTRUCTION**

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
  - COVID-19 is an infectious disease that can be spread through the air.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- All COVID-19 policies for students including: passive and active screening, social distancing, mask wearing and proper fit, frequent hand hygiene, and symptom screening. In addition all staff will be trained on how to report student symptoms of illness and what the next steps are for ensuring safety.

**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.
- 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.
- Our Covid Prevention Plan will be posted to our website prior to reopening.
- 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.
- 

**Jenny Kipp, Director of Operations & COVID Coordinator**

[Type Title of owner or top management representative formally approving the program and have them sign and date]



## APPENDIX B: COVID-19 INSPECTIONS

[This form is intended to get you started. Review the information available at [www.dir.ca.gov/dosh/coronavirus/](http://www.dir.ca.gov/dosh/coronavirus/) for additional guidance on what to regularly inspect for, including issues that may be more pertinent to your particular type of workplace. You will need to modify form accordingly.]

Date: [enter date]

Name of person conducting the inspection: [enter names]

Work location evaluated: [enter information]

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
<b>[add any additional controls your workplace is using]</b>			
<b>[add any additional controls your workplace is using]</b>			
<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>[add any additional controls your workplace is using]</b>			
<b>[add any additional controls your workplace is using]</b>			
<b>PPE (not shared, available and being worn)</b>			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			
<b>[add any additional controls your workplace is using]</b>			



## **APPENDIX C: INVESTIGATING COVID-19 CASES**

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

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

**Date:** [enter date]

**Name of person conducting the investigation:** [enter name(s)]

COVID-19 Case Investigation Information

<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>	

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

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



## **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**.

### **ADDITIONAL CONSIDERATION #3: COVID-19 PREVENTION IN EMPLOYER-PROVIDED HOUSING**

[This section will need to be added to your CPP if you have workers in employer-provided housing. Reference section 3205.3 for details. Employer-provided housing is any place or area of land, any portion of any housing accommodation, or property upon which a housing accommodation is located, consisting of: living quarters, dwelling, boardinghouse, tent, bunkhouse, maintenance-of-way car, mobile home, manufactured home, recreational vehicle, travel trailer, or other housing accommodations. Employer-provided housing includes a “labor camp” as that term is used in title 8 of the California Code of Regulations or other regulations or codes. The employer-provided housing may be maintained in one or more buildings or one or more sites, including hotels and motels, and the premises upon which they are situated, or the area set aside and provided for parking of mobile homes or camping. Employer-provided housing is housing that is arranged for or provided by an employer, other person, or entity to workers, and in some cases to workers and persons in their households, in connection with the worker’s employment, whether or not rent or fees are paid or collected.

- This section does not apply to housing provided for the purpose of emergency response, including firefighting, rescue, and evacuation, and support activities directly aiding response such as utilities, communications, and medical operations, if:
  - The employer is a government entity; or
  - The housing is provided temporarily by a private employer and is necessary to conduct the emergency response operations.
- The requirements below for Physical distancing and controls, Face coverings, Cleaning and disinfecting, Screening, and Isolation of COVID-19 cases and persons with COVID-19 exposure do not apply to occupants, such as family members, who maintained a household together prior to residing in employer-provided housing, but only when no other persons outside the household are present.]

#### **ASSIGNMENT OF HOUSING UNITS**

We will ensure that shared housing unit assignments are prioritized in the following order:

- Residents who usually maintain a household together outside of work, such as family members, will be housed in the same housing unit without other persons.
- Residents who work in the same crew or work together at the same worksite will be housed in the same housing unit without other persons.
- Employees who do not usually maintain a common household, work crew, or worksite will be housed in the same housing unit only when no other housing alternatives are possible.

#### **PHYSICAL DISTANCING AND CONTROLS**

We will ensure:

- The premises are of sufficient size and layout to permit at least six feet of physical distancing between residents in housing units, common areas, and other areas of the premises.
- Beds are spaced at least six feet apart in all directions and positioned to maximize the distance between sleepers’ heads. For beds positioned next to each other, i.e., side by side, the beds will be arranged so that the head of one bed is next to the foot of the next bed. For beds positioned across from each other, i.e., end to end, the beds will be arranged so that the foot of one bed is closest to the foot of the next bed. Bunk beds will not be used.
- Maximization of the quantity and supply of outdoor air and increase filtration efficiency to the highest level compatible with the existing ventilation system in housing units.

#### **FACE COVERINGS**

We will provide face coverings to all residents and provide information to residents on when they should be used in accordance with state or local health officer orders or guidance.

## **CLEANING AND DISINFECTION**

We will ensure that:

- Housing units, kitchens, bathrooms, and common areas are effectively cleaned and disinfected at least once a day to prevent the spread of COVID-19. Cleaning and disinfecting shall be done in a manner that protects the privacy of residents.
- Unwashed dishes, drinking glasses, cups, eating utensils, and similar items are not shared.

## **SCREENING**

We will encourage residents to report COVID-19 symptoms to **[enter name of individual, position, or office]**.

## **COVID-19 TESTING**

We will establish, implement, and maintain effective policies and procedures for COVID-19 testing of occupants who had a COVID-19 exposure, who have COVID-19 symptoms, or as recommended by the local health department.

## **ISOLATION OF COVID-19 CASES AND PERSONS WITH COVID-19 EXPOSURE**

We will:

- Effectively isolate COVID-19 exposed residents from all other occupants. Effective isolation will include providing COVID-19 exposed residents with a private bathroom, sleeping area, and cooking and eating facility.
- Effectively isolate COVID-19 cases from all occupants who are not COVID-19 cases. Effective isolation will include housing COVID-19 cases only with other COVID-19 cases, and providing COVID-19 case occupants with a sleeping area, bathroom, and cooking and eating facility that is not shared by non-COVID-19-case occupants.
- Keep confidential any personal identifying information regarding COVID-19 cases and persons with COVID-19 symptoms, in accordance with our CPP Investigating and Responding to COVID-19 Cases.
- End isolation in accordance with our CPP Exclusion of COVID-19 Cases and Return to Work Criteria, and any applicable local or state health officer orders.

## **ADDITIONAL CONSIDERATION #4**

### **COVID-19 Prevention in Employer-Provided Transportation to and from Work**

[This section will need to be added to your CPP if there is employer-provided motor vehicle transportation to and from work, which is any transportation of an employee, during the course and scope of employment, provided, arranged for, or secured by an employer including ride-share vans or shuttle vehicles, car-pools, and private charter buses, regardless of the travel distance or duration involved. Reference section 3205.4 for details.

This section does not apply:

- If the driver and all passengers are from the same household outside of work, such as family members.
- To employer-provided transportation when necessary for emergency response, including firefighting, rescue, and evacuation, and support activities directly aiding response such as utilities, communications and medical operations.]

#### **ASSIGNMENT OF TRANSPORTATION**

We will prioritize shared transportation assignments in the following order:

- Employees residing in the same housing unit will be transported in the same vehicle.
- Employees working in the same crew or worksite will be transported in the same vehicle.
- Employees who do not share the same household, work crew or worksite will be transported in the same vehicle only when no other transportation alternatives are possible.

#### **PHYSICAL DISTANCING AND FACE COVERINGS**

We will ensure that the:

- Physical distancing and face covering requirements of our CPP **Physical Distancing** and **Face Coverings** are followed for employees waiting for transportation.
- Vehicle operator and any passengers are separated by at least three feet in all directions during the operation of the vehicle, regardless of the vehicle's normal capacity. Vehicle operator and any passengers are provided and wear a face covering in the vehicle as required by our CPP **Face Coverings**.

#### **SCREENING**

We will develop, implement, and maintain effective procedures for screening and excluding drivers and riders with COVID-19 symptoms prior to boarding shared transportation.

#### **CLEANING AND DISINFECTING**

We will ensure that:

- All high-contact surfaces (door handles, seatbelt buckles, armrests, etc.) used by passengers are cleaned and disinfected before each trip.
- All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles and shifter, are cleaned and disinfected between different drivers.
- We provide sanitizing materials, training on how to use them properly, and ensure they are kept in adequate supply.

#### **VENTILATION**

We will ensure that vehicle windows are kept open, and the ventilation system set to maximize outdoor air and not set to recirculate air. Windows do not have to be kept open if one or more of the following conditions exist:

- The vehicle has functioning air conditioning in use and the outside temperature is greater than 90 degrees Fahrenheit.
- The vehicle has functioning heating in use and the outside temperature is less than 60 degrees Fahrenheit.
- Protection is needed from weather conditions, such as rain or snow.
- The vehicle has a cabin air filter in use and the U.S. EPA Air Quality Index for any pollutant is greater than 100.

#### **HAND HYGIENE**

We will provide hand sanitizer in each vehicle and ensure that all drivers and riders sanitize their hands before entering and exiting the vehicle. Hand sanitizers with methyl alcohol are prohibited.