

# COVID-19 Prevention Program (CPP) for Little Lake City School District

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

**Date:** February 01, 2021

## Authority and Responsibility

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

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

## Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

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

## Employee Participation

The District has involved its employees in creating a School Reopening Plan. The Committee is made up of several classifications within our organization based on each employee's specific job-related knowledge. Members identified potential concerns and/or hazards within their job-related work area and/or job-related work tasks and also provided suggestions on how to resolve the potential concerns and/or hazards. These potential concerns and hazards were addressed with procedures and/or protocols, which are listed in our School Reopening Plan.

The District will continue to perform workplace specific evaluations using the **Appendix: A Identification of COVID-19 Hazards form**. The District will allow for employees and authorized employee representative to participate in the identification and evaluation of COVID-19 hazards. The District will invite designated employees and their representative to participate with the District team in conducting these evaluations.

Employees are also encouraged to email concerns involving potential workplace-specific exposures to [COVID-19Hazards@llcsd.net](mailto:COVID-19Hazards@llcsd.net).

## **Employee Screening**

The District has developed and implemented the following process to screen employees for COVID-19 symptoms and to prevent an employee who is exhibiting COVID-19 symptoms from entering the workplace:

- Our employees self-screen using a COVID-19 Symptoms Checklist based on symptoms from Centers for Disease Control (CDC) and California Department of Public Health (CDPH) prior to entering the workplace.
- An assigned employee will take temperatures of staff daily prior to staff entering the workplace with a non-contact thermometer. Employees with a temperature of 100.4 degrees or above will not be allowed to enter the workplace.
- Individual oral thermometers were purchased for all Maintenance and Operations staff. They take their own temperature prior to entering the workplace each morning due to the early start time. If their temperature is 100.4 degrees or higher, the employees have been directed not to enter the work place and contact their immediate supervisor.
- Employees are required to wear a face covering when entering District property.

## **Correction of COVID-19 Hazards**

The District will continue to conduct COVID-19 risk assessments on a regular basis and will conduct periodic inspections of workplaces using **Appendix B: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures.

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

Severity of the hazard will be assessed by the District/Site Manager using the following ratings:

1=Unsafe/Unhealthy

2=Needs Improvement

3=Good

Ratings of Unsafe/Unhealthy will be assigned to appropriate staff and corrected immediately, within 24 hours, if feasible.

Rating of Needs Improvement will be assigned to appropriate staff and corrected within 48 hours, if feasible.

The District Manager will assess the completion of the work to ensure that the corrective measure was completed in the above timeline.

The District will regularly evaluate the corrective measures it has taken to correct hazards in order to determine whether these measures are effective. In the event that the District determines that a corrective measure was not effective, the District will identify and implement additional corrective measures to correct the COVID-19 hazard.

## **Control of COVID-19 Hazards**

### **Physical Distancing**

The District practices physical distancing of at least six feet of separation to the extent possible in all work areas including outdoors, vehicles, facilities and offices. The District has implemented the following measures to ensure physical distancing is observed in the workplace, wherever possible:

- Allowing employees to telework or other remote work arrangements.
- Reducing the number of persons in an area at one time, including visitors.
- Limiting one employee (maintenance, grounds) per district vehicle
- Installing visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.

When it is not possible to maintain a distance of at least six feet, individuals shall be instructed to remain as far apart as possible and are required to wear a face covering at all times. In addition, at fixed work locations where it is not possible to maintain physical distancing requirements, the District has installed Plexiglass partitions.

### **Face Coverings**

#### **Employees**

In order to comply with the federal, State and county directives to slow the spread of COVID-19 and to better protect our workforce from exposure to COVID-19, the District is requiring that all employees wear an appropriate face covering when indoors or outdoors and less than six feet away from another person, and where required by orders from the CDPH or local health department.

Any employee that observes an employee or non-employee not wearing a face covering should immediately notify their supervisor.

Face coverings must be used in accordance with CDPH Guidelines. Staff are required to wear a face covering that covers their nose and mouth, goes under the chin, and does not have significant gaps around the nose or other parts of the face while on school facilities. Staff must wear face covering the moment they exit their vehicle and are in School or District facilities. The face covering must be worn over the employee's nose and mouth and must be clean and undamaged. It is the employees responsibility to wash their face covering on daily basis.

The District has purchased two cloth face coverings for all employees to use in the workplace. These face coverings have been distributed to all employees working on site. If an employee needs a replacement face covering, they may contact their Supervisor. They may also use their own face covering if preferred so long as the face covering is clean and undamaged.

The District has also purchased disposable face coverings for employee use, which are available at each work location.

Please be advised that face shields are not a replacement for face coverings, although they may be worn together for additional protection.

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.

## **Engineering Controls**

At fixed work locations where it is not possible for employees to maintain the District's physical distancing requirement at all times, the District has installed cleanable solid partitions that effectively reduce aerosol transmission between the employee and other persons.

In addition, the District has maximized the quantity of outside air provided to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or if opening windows or letting in outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.

The District has installed the highest graded air filters compatible with the District existing HVAC units. The maintenance department will ensure the air filters are replaced per the manufacturer's recommendations.

## **Cleaning and Disinfecting**

The District has instituted regular housekeeping practices, which includes daily cleaning and disinfecting common surfaces, workplace common areas, frequently touched equipment, and other frequently touched surfaces and objects (e.g. doorknobs, equipment, handles, and bathroom surfaces) in the workplace. Employees should regularly do the same in their assigned work areas.

The District has implemented the following cleaning and disinfecting protocols:

- Established procedures to routinely clean and disinfect commonly touched surfaces and objects (e.g., door handles, flat surfaces, restrooms, etc.) throughout the workday, including:

- Using disinfectants that are EPA approved for use against the virus that causes COVID-19.
  - Following the manufacturer’s instructions for all cleaning and disinfection products (e.g., safety requirements, protective equipment, proper dilution, contact time).
  - Following safe work practices such as never mixing products together and using adequate ventilation.
  - Cleaning visibly dirty surfaces first before disinfection.
  - Ensuring there are adequate supplies to support cleaning and disinfection practices, including cleaning products and tools and chemical resistant gloves. Make sure disinfectants are available to workers throughout the worksite.
- Cleaning and disinfecting workstations and/or District-owned vehicles between shifts and between employees.
  - Breakroom areas will be cleaned at least once per day. Employees performing cleaning will be issued proper personal protective equipment (“PPE”), such as vinyl gloves, face masks or respirators as recommended by the CDC.
  - All trash receptacles at the workplace will be changed frequently by someone wearing nitrile, latex, or vinyl gloves.
  - Employees are encouraged to routinely clean frequently touched surfaces in their workspace, such as keyboards, mice, telephones, desks, etc.
  - When using the breakroom, employees are asked to dispose of all trash so that no one else has to do so or come into contact with it, and wash their hands after completing the above tasks. Employees are asked to wipe down the surface areas they touch before and after use, such as handles, microwaves and refrigerators, doorknobs, countertops, and tables. Sanitizer will be provided in the breakroom, in addition to handwashing soap located at the sink.
  - All utilized restrooms are thoroughly cleaned and disinfected at least once a day.

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

After being informed that an employee has tested positive for COVID-19, when possible, the room will be locked and not used for a period of 24 hours before being cleaned and disinfected by the District custodial staff.

When not possible to wait 24 hours, the District custodial staff shall immediately clean and disinfect all of the areas at the workplace accessed by the infected employee and all materials, tools, equipment, and commonly touched surfaced used by the infected employee during the high-risk exposure period.

### **Shared Tools, Equipment and Personal Protective Equipment (PPE)**

The District expressly prohibits employees from sharing personal protective equipment.

In addition, to the greatest extent feasible, the District also prohibits employees from sharing items that employees come in regular physical contact with such as phones, headsets, desks, keyboards, writing materials, instruments, and tools. When it is not feasible for employees to avoid sharing these items, the sharing of such items must be minimized and employees are required to disinfect such items and equipment

before and after using them. Employees will be provided training (Healthy Schools Act) and materials to complete the cleaning/sanitizing of their area.

The sharing of District vehicles shall also be minimized to the extent feasible and employees are required to disinfect these high touch points areas (steering wheel, door handles, seatbelt buckles, armrests, etc.) before entering and immediately after exiting the District vehicle.

## **Hand Sanitizing**

The District evaluated its existing handwashing facilities and has determined that the number of handwashing facilities is sufficient. The District encourages all employees to wash their hands frequently and has adjusted productivity expectations to allow extra time for employees to thoroughly and frequently wash their hands. To ensure that employees have ample opportunity to properly wash their hands, the District has:

- Purchased additional single-use towels and soap.
- Provided effective hand sanitizer throughout worksites.
- Placed additional handwashing supplies as close to work areas and break areas as possible to allow for frequent handwashing.

In addition, employees are strongly encouraged to follow the below protocols with respect to handwashing:

- Engage in thorough hand-washing. Hands should be washed with soap and water for at least 20 seconds.
- If employees have limited access to hand-washing or hand sanitizing, employees—as a last resort—can use disposable gloves to limit hand contact with potentially contaminated surfaces. Employees are encouraged to change gloves frequently and before touching their face, smoking, eating, or using the restroom. Employees should wash or sanitize hands as soon as possible after removing gloves.
- If respirators and other PPE is worn to protect against other hazards at work, hands should be washed before putting on PPE and after taking it off. Reusable PPE should be cleaned and sanitized per manufacturers' instructions.

## **Personal Protective Equipment (PPE) Used to Control Employees' Exposure to COVID-19**

The District shall provide and ensure use of eye protection and respiratory protection when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

The District has evaluated the workplace and determined that in addition to wearing the required face coverings, employees in Special Education, Custodial, Food Service, Nurse and Office/Health Technicians may also need to wear gloves, aprons, goggles, and/or face shields in order to prevent exposure to COVID-19 hazards.

The District shall reevaluate the workplace periodically and shall reassess whether additional personal protective equipment is needed in order to prevent exposure to COVID-19 hazards.

To the extent that employees are required to wear additional personal protective equipment in order to prevent exposure to COVID-19 hazards, the District will provide the additional personal protective equipment.

In situations where it is not possible to maintain the District's physical distancing requirements, the District shall evaluate and determine whether higher graded PPE is necessary to protect the health of the employee.

If the District determines that higher graded PPE is necessary, then the District shall provide the PPE which are applicable and suitable for the purpose intended.

## **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:

Upon learning that there has been a COVID-19 Incident at a District workplace, the District will take all of the following actions in order to determine if other employees may have been exposed to COVID-19 in the workplace by the infected individual(s). The following action items will be logged using the **Appendix C: Investigating COVID-19 Cases form**.

- Determine the day and time the infected individual(s) was last present at any District workplace and, to the extent possible:
  - the date of the infected individual's positive COVID-19 test(s) and/or diagnosis, and the date the infected individual first had one or more COVID-19 symptoms, if any were experienced.
- Determine which employees at the workplace may have had a COVID-19 exposure. This determination will be made by evaluating (1) the activities of the infected individual(s) while at the workplace and (2) all locations at the workplace which may have been visited by the infected individual(s) during the high-risk exposure period.
- Give notice of the potential COVID-19 exposure, within one business day, in a way that does not reveal any personal identifying information of the infected individual(s), to the following individuals:
  - All employees who may have had COVID-19 exposure and their authorized representatives, if any;
  - Any independent contractors and other employers present at the workplace during the high-risk exposure period.
  - The notices shall be provided using the following forms, as applicable:
    - Notice to Employees of Exposure to COVID-19
    - Notice to Employees of Potential Exposure to COVID-19
    - Notice to Contractor(s) of Potential Exposure to COVID-19
    - Notice to Union Representative(s) of Potential Exposure to COVID-19
- Offer COVID-19 testing at no cost to employees during their working hours to all employees who had potential COVID-19 exposure in the workplace

- Provide all employees who had potential COVID-19 exposure in the workplace with the information on any COVID-19-related benefits to which the employee may be entitled under applicable federal, State, or local laws.
- Investigate whether any workplace conditions could have contributed to the risk of COVID-19 exposure and determine what could be done to reduce exposure to COVID-19 hazards in the future.

## **System for Communicating**

All employees are required to notify their Supervisor and/or Personnel Services immediately if any of the following occur:

If they are experiencing any COVID-19 symptoms.

A complete list of COVID-19 symptoms is available at: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

If they have been exposed to, or potentially exposed to COVID-19 outside of work.

Any and all unsafe conditions or violations of the District's COVID-19 Safety Protocols in order to minimize the potential illness to others.

Any and all possible COVID-19 hazards in the workplace.

The District will not discharge, threaten to discharge, demote, suspend, reduce other employee benefits, or in any manner discriminate or take adverse action against any employee who makes a report pursuant to this requirement.

## **Accommodation of Employees Who Are At Increased Risk of COVID-19**

Employees who are at an increased risk of COVID-19 are encouraged to speak with Personnel Services to discuss appropriate reasonable accommodations that may be available. The District will engage in an interactive process to determine if the District can reasonably accommodate these individuals so that they can perform the essential functions of a job unless doing so is an undue hardship or causes a direct threat to workplace safety. Please contact Personnel Services with any questions, any requests for accommodation, and/or any questions about available COVID-19 testing options.

## **Access to COVID-19 Testing**

### **Employee Experiencing Recognized COVID-19 Symptoms**

Employees who are ill and/or exhibiting symptoms of illness associated with the COVID-19 virus are instructed not to report to work. Instead, they are strongly encouraged to call their health care provider and arrange to be tested for COVID-19. Employees should ask their health care provider for recommendations of locations and/or clinics where COVID-19 testing is available.

Upon receiving the test results, employees should immediately notify Personnel Services and advise them of the test result.



## **COVID-19 Testing In The Event Of COVID-19 Outbreak or Multiple COVID-19 Infections**

In the event that the local health department identifies a workplace as the location of a COVID-19 outbreak or when there are three or more COVID-19 cases in a workplace within a 14-day period, the District shall immediately provide COVID-19 testing to all employees who were physically present at the exposed workplace during the period of an outbreak identified by the local health department or the relevant 14-day period. The COVID-19 testing shall be provided at no cost to employees during employees' working hours.

COVID-19 testing shall consist of the following:

- All employees in the exposed workplace shall be tested and then tested again one week later.
- After the first two COVID-19 tests, the District shall provide continuous 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 such time that the COVID-19 testing is no longer required.
- Continuous COVID-19 testing of employees will end once there are no new COVID-19 cases detected at the workplace for a 14-day period.

Employees who had COVID-19 exposure shall be excluded from the workplace and may not come to work until the criteria set forth in Return-to-Work Criteria section (below) are met.

## **COVID-19 Testing In The Event Of Major COVID-19 Outbreak**

In the event that there is a major COVID-19 outbreak at the workplace (i.e. when there are twenty (20) or more COVID-19 cases in a workplace within a 30-day period), the District shall provide COVID-19 testing to all employees who were physically present at the exposed workplace during the period of an outbreak identified by the local health department or the relevant 30-day period. The COVID-19 testing shall be provided at no cost to employees during employees' working hours.

COVID-19 testing shall consist of the following:

- All employees in the exposed workplace shall be tested twice a week, or more frequently if recommended by the local health department until such time that the COVID-19 testing is no longer required.
- Employees who had COVID-19 exposure shall be excluded from the workplace and may not return to work until the criteria set forth in Return-to-Work Criteria section (below) are met.

## **Investigation of Workplace COVID-19 Illness**

Immediately following notice of multiple COVID-19 infections, a COVID-19 outbreak, and/or a major COVID-19 outbreak, the District shall investigate and determine possible workplace related factors that contributed to the COVID-19 outbreak following the procedures set forth in Return-to-Work Criteria section (below).

## COVID-19 Investigation, Review and Hazard Correction

Immediately following notice of multiple COVID-19 infections and/or a COVID-19 outbreak, the District shall:

- Review potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19
- Investigate whether any new or unabated COVID-19 hazards exist in the workplace including, but not limited to:
  - The District's leave policies and practices and whether employees are discouraged from remaining home when sick
  - The District's COVID-19 testing policies
  - Insufficient outdoor air
  - Insufficient air filtration
  - Lack of physical distancing
- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID Hazards form**.

This review shall be updated every thirty days that the outbreak continues, in response to new information or to new or previously unrecognized COVID-19 hazards, or when otherwise necessary.

Based on the findings of this investigation and review, the District shall implement changes to reduce the transmission of COVID-19. Among the changes the District will consider are:

- 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; and
- Other applicable controls.

Immediately following notice of a major COVID-19 outbreak, the District shall take the following actions:

- Evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.
- Implement any other control measures deemed necessary
- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards form**.

## Notifications to the Local Health Department

The District shall contact the local health department immediately but no later than 48 hours after the District knows, or with diligent inquiry would have known, of three or more COVID-19 cases for guidance on preventing the further spread of COVID-19 within the workplace.

The District shall provide the local health department with the following information:

- 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.

The employer shall continue to give notice to the local health department of any subsequent COVID-19 cases at the workplace.

Starting January 1, 2021, the District shall provide all information to the local health department required by Labor Code section 6409.6.

### **Employees Who Test Positive For COVID-19**

Employees who test positive for COVID-19 must stay home and not come to work until the criteria set forth in the Return to Work section (below) are met. Employees may be required to provide a release from their healthcare provider before they can return to work.

### **COVID-19 Policies and Procedures**

The District has implemented the School Reopening Plan as a means to mitigate the risk of exposure to COVID-19 each workplace. These policies and procedures have been provided to employees. It is also posted on the District and school site websites.

If you have any questions regarding these new policies and procedures, please contact your supervisor and/or Personnel Services.

## **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.

## **Exclusion of COVID-19 Cases**

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 10 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we have demonstrated that the COVID-19 exposure is work related. This will be accomplished by providing employees with the following:
  - Workers' Compensation Benefits;
  - Sick leave and extended illness leave provided by collective bargaining agreement, policy or statute (Education Code sections 44977 and 44978 for certificated K-12 staff, and Labor Code sections 245-249 for employees not qualifying for other sick leave);
  - Industrial accident and illness leave provided by collective bargaining agreement, policy or statute (Education Code section 44984 for certificated K-12 staff; Education Code section 44192 for classified K-12 staff);
  - Twelve weeks of federal Family Medical Leave Act leave/California Family Rights Act leave;
  - Available vacation, comp-time or unpaid leave (if applicable) provided by collective bargaining agreement, policy or statute;
  - Five days of paid leave pursuant to CSEA Memorandum of Understanding (MOU).

## **Reporting, Recordkeeping, and Access**

The District shall report information about COVID-19 cases at the workplace to the local health department whenever required by law, and shall provide any related information requested by the local health department.

The employer shall report immediately to Cal/OSHA any COVID-19-related serious illnesses or death of an employee occurring at the workplace.

The District shall maintain records of the steps taken to implement the written COVID-19 Prevention Program. The District's written COVID-19 Prevention Program has been distributed to all employees and shall be made

available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.

The District shall keep a record of and track all COVID-19 cases with the employee's name, contact information, occupation, location where the employee worked, the date of the last day at the workplace, and the date of a positive COVID-19 test using the **Appendix C: Investigating COVID-19 Cases form**. Medical information shall be kept confidential. The information shall be made available to employees, authorized employee representatives, or as otherwise required by law, with any and all personal identifying information removed.

The District will record information as required on its Log of Work-Related Injuries and Illnesses (Log 300)

## **Return-to-Work Criteria**

In order for an individual who has **experienced COVID-19 symptoms** to return to work, one of the following criteria must be met:

- Provide Compliance Officer with medical note; or
- Provide Compliance Officer with a negative result; and 24 hours with no fever without the aid of medications; and symptoms have improved; or
- 10 days have elapsed since symptoms first appeared; and 24 hours with no fever without the aid of medications; and symptoms have improved.

In order for an individual who has **tested positive for COVID-19** to return to work, all the following criteria must be met:

- 10 days have elapsed since symptoms first appeared; and 24 hours with no fever without the aid of medications; and symptoms have improved.

In order for an individual who has **tested positive for COVID-19 but had no symptoms** to return to work, all the following criteria must be met:

- 10 days after the test was taken but if symptoms developed, follow the instructions above

In order for an individual who **has been in Close Contact** with a person testing positive for COVID-19 to return to work, the following criteria must be met:

- The individual is tested for COVID-19 and tests positive:
  - 10 days have elapsed since symptoms first appeared; and 24 hours with no fever without the aid of medications; and symptoms have improved.
- The individual elects not to be tested or tests negative for COVID-19:
  - 14 days have elapsed since date of exposure to Infected Person.

**A negative COVID-19 test will not be required for an employee to return to work.**

## 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
Entrance/exit to building			
Entrance/exit to workspace			
Restrooms			
Hallways			
Break rooms			
Waiting areas			

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
Work rooms			
Other			

## 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			
<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</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 unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

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

Date:

Name of person conducting the investigation:

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

<p>Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):</p>	
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Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:

<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.