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COVID-19 Prevention Program (CPP)

January 2021

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

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

What is COVID-19?

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

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

What are the Signs and Symptoms of COVID-19?

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

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

How COVID -19 Spreads (OSHA)

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

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

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

www.cdc.gov/coronavirus/2019-ncov/about/transmission.html.

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

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

- A. Absenteeism: Workers could be absent because they are sick; are caregivers for sick family members; are caregivers for children if schools or day care centers are closed; have at-risk people at home, such as immunocompromised family members; or are afraid to come to work because of fear of possible exposure.
- B. Change in patterns of commerce: Consumer demand for items related to infection prevention (e.g., respirators) is likely to increase significantly, while consumer interest in other goods may decline. Consumers may also change shopping patterns because of a COVID-19 outbreak. Consumers may

try to shop at off-peak hours to reduce contact with other people, show increased interest in home delivery services, or prefer other options, such as drive through service, to reduce person-to-person contact.

- C. Interrupted supply/delivery: Shipments of items from geographic areas severely affected by COVID19 may be delayed or cancelled with or without notification.

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 are encouraged to participate in the identification and evaluation of COVID-19 hazards by:

- Participating in weekly staff updates.
- Encouraging identification and reporting of COVID-19 hazards to their respective supervisor and/or District Administration.

Employee screening

We screen our employees by:

- **Passive Pre-Screening:** Employees complete a pre-screen assessment which includes temperature reading and symptoms assessed prior to reporting to work.
- **Active Screening On-Site:** In person touch-free temperature reading and verification of no symptoms.
- **Face Covering:** An internal check for appropriate face-covering upon check-in.

Correction of COVID-19 Hazards

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

Each COVID-19 hazard will be assessed by the Maintenance & Operation Manager and Administrator to determine the severity. The correction time frames will be assigned by an Administrator. A follow-up report will be conducted by the Maintenance & Operation Manager with the Superintendent and Administrator to ensure the timely correction.

Control of COVID-19 Hazards

Physical Distancing

Where possible, we ensure at least six feet of physical distancing at all times in our workplace by:

- Evaluating the need for workers to be in the workplace – e.g., remote work or other assigned work space arrangements.
- Reducing the number of persons in an area at one time, including visitors.
- Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.
- Staggered arrival, departure, work, and break times.
- Adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees.
- Weekly staff meetings to review COVID-19 layers of safety; infection mitigation strategies.
- 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. Face Coverings (disposable) are available to all employees to lounge, administration offices and with the immediate supervisors. An internal check for appropriate face-covering is conducted upon check-in. If an employee does not have an appropriate face-covering, one will be issued prior accessing the campus. Personnel/disciplinary measures will be taken if safety protocols are not followed.

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

Engineering controls

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

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

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

- Evaluate all mechanical filters to ensure an equivalency to a Minimum Efficiency Reporting Value (MERV) 11 rating and increase the frequency of system filter change-outs.
- Change out filters regularly with new replacement filters to ensure units operate at maximum efficiency.
- Provide immediate repair to all operable windows to ensure proper function and can be opened to maximize outside air flow to internal spaces.
- Change all mechanical unit filters, both permanent and temporary, no less than twice per year or after an event that requires an immediate change such as a wildfire or any other event that results in higher-than-normal airborne toxins.
- Provide temporary shade structures and tents to increase the opportunity to use outside spaces.
- Assess the effectiveness of a UV light disinfecting system or alternative for future implementation.

Cleaning and disinfecting

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

- Ensure adequate supplies and adequate time for it to be done properly.
- Inform the employees and authorized employee representatives of the frequency and scope of cleaning and disinfection.
- Utilize cleaning and disinfecting products that meet CDPH standards and will be used frequently throughout the day in classrooms, restrooms, and other common spaces.
- Inventory of cleaning and disinfecting supplies is maintained within designated custodial rooms.
- Ensure custodial staff have been trained in the proper cleaning/disinfecting procedures related to COVID-19 and modifications have been made to their daily assignments to make sure all common areas and surfaces are disinfected throughout the day.

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

- Notify the local public health department.
- Isolate the infected area for 24 hours or until Cleaning and Disinfection can take place.
- Provide employees with PPE (face covering, gloves and eye protection) to conduct the disinfection and cleaning of the infected areas.
- Utilize products that meet EPA criteria for use against COVID-19 and are appropriate for surfaces. Follow the instructions on the manufacturer's chemical labeling to ensure safe and effective use of the product.
- Ventilate by keeping all doors and windows open to increase air circulation.
- Walk-through by the Maintenance & Operations Manager and Administrator will conduct a final assessment prior to accessing the infected area for use.
- A third-party disinfecting company may be contracted depending on the extent and widespread of the exposure.

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. The staff have been trained in the proper cleaning, sanitizing, and disinfecting utensils, tools, and equipment.

Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for

example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- Students are required to wash their hands (for at least 20 seconds) at regular intervals. Staff is encouraged to wash their hands (for at least 20 seconds) throughout the day. Regular hand washing is preferred over the use of hand sanitizer and will be reinforced as the preferred method for healthy habits.
- Ethyl alcohol-based hand sanitizer has been provided to every classroom and common areas.
- An inventory list is maintained to track the usage and need for reordering as PPE or sanitizing supplies.
- Signage has been posted at each site that promotes healthy hygiene practices.
- Evaluate the handwashing stations on a regular basis.
- In process of implementing a touchless paper towel dispenser and hand soap dispenser at each hand washing station.

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

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

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.

We provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

Investigating and Responding to COVID-19 Cases

This will be accomplished by using the Appendix C: Investigating COVID-19 Cases form.

Employees who had potential COVID-19 exposure in our workplace will receive following:

- Contact tracing is conducted by the assigned Administrator.
- Employee(s) who been exposed will be notified and placed in isolation/quarantine.
- Review salary, benefits, and sick leave allocations.
- Offer COVID-19 testing at no cost to the employee.
- Information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to them.
- All employees will be notified within one-day of the district being notified. The letter includes all necessary information as required by AB 685.

System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Employees should report COVID-19 symptoms and possible hazards to Gina Espinoza, Human Resources at 760-337-6530.
- Employees may 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.
- Employees may access COVID-19 testing at the available testing sites **Appendix 1: COVID-19 Testing Sites.**
- Any student, teacher or staff member with COVID-19 symptoms should get tested. Common symptoms include fever, chills, cough, shortness of breath or difficulty breathing, fatigue (feeling tired), muscle or body aches, headache, loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting or diarrhea. If an individual suspects they have symptoms, they should contact their doctor or health care provider to arrange for evaluation and testing.
- COVID-19 Testing is available at no cost to the employee.
- 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 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.
- **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 have demonstrated that the COVID-19 exposure is work related. This will be accomplished by the employer-provided employee sick leave benefits.
- Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access

In accordance with HESD Policy we will:

- 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.

- Follow a 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.
-

Juan Cruz, Superintendent

Date

APPENDIX 1: COVID TESTING SITES

- **Rite Aid**, 1501 West Main St., El Centro, CA - No referral required, testing by appointment only, drive-through testing. No cost for anyone 18+ years of age. Patients are required to provide government issued ID and need to pre-register online at www.riteaid.com in order to schedule a time slot for testing.
- **CVS**, 1745 South Imperial Avenue, El Centro, CA - No referral required, drive-through, testing by appointment only. Patients must register at <https://www.cvs.com/minuteclinic/covid-19-testing>
- **All Valley Urgent Care**, 2026 N. Imperial Ave., Ste. C, El Centro, CA - Hours: MON-FRI, 12:00 p.m. – 9:00 p.m., SAT-SUN, 12:00 p.m. – 8:00 p.m. No referral required, testing by appointment only. For info please call (760) 592-4351.
- **Rite Aid**, 211 West Birch St., Calexico, CA - No referral required, drive-through, testing by appointment only. No cost for anyone 18+ years of age. Patients are required to provide government issued ID and need to pre-register online at www.riteaid.com to schedule a time slot for testing.
- **Brawley Senior Center**, 575 J Street, Brawley, CA - Testing by appointment only. You must register for an appointment before arriving to the facility. Visit lhi.care/covidtesting to register.

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.

IDENTIFICATION OF COVID 19 HAZARDS

COMPLETED BY: Jeralyn Shaw

LOCATION: Dogwood Elementary School.

DATE: Jan. 20, 2021

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
Front Office Area	Varied Uses	Public Access	Signage Available Barriers and PPE available Appoint Only Access Modified Employee Schedules
Copy Machine Work Area Office	Varied Uses	Office Staff Access	None Observed - Need Sanitizing Spray & Signage Modified Employee Schedules
Copy Machine Work Area Teacher Work Room	Varied Uses	Teacher and Support Staff Access	None Observed - Need Sanitizing Spray & Signage Modified Employee Schedules
Classrooms	Varied Uses	Individual Teacher Access	PPE Available Sink & Soap Available
Staff Break Room	Varied Uses Staggered Schedule	Multiple Employee Use	PPE Available Sink & Soap Available

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
Restrooms	Varied Uses	Multiple Employee Use (Assigned restrooms by room number and building)	Soap Dispenser Need to add signage.

IDENTIFICATION OF COVID 19 HAZARDS

COMPLETED BY: Cynthia Silva and Darlene Herrera LOCATION: Heber School DATE: January 19, 2021

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
Office	Varied Use	Public and Staff Access	Signage Available Barriers and PPE available Appointment access to public and staff
Classrooms	Multiple rooms Varied Use	Interaction with other employees Interaction with reengaged students and SDC	Signage Available Barriers and PPE available Multiple entry points Cohort grouping for students
Staff Restrooms	Varied Use	Multiple Employee Use	Soap Dispenser Maximum limit signage
Student points of entry	Northside Gate	Temperature and wellness check of students	Signage Outdoor
Library	Monday – Friday 8:00-5:00	Interaction with other employees	Signage Single person assigned to room

IDENTIFICATION OF COVID 19 HAZARDS

COMPLETED BY: Juan Cruz LOCATION: District Office DATE: Jan. 8, 2021

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
Front Office Area	Varied Use	Public Access	Signage Available Barriers and PPE available Appoint Only Access Modified Employee Schedules
Copier Machine Area	Varied Use	Multiple Employees Access	None Observed - Need Sanitizing Spray & Signage Modified Employee Schedules
Individual Offices	Varied Use	Interaction w/employees	PPE Available - Need for ventilation
Restroom	Varied Use	Multiple Employee Use	Soap Dispenser Need to Add Signage

IDENTIFICATION OF COVID 19 HAZARDS

COMPLETED BY: Jeremy Nielsen

LOCATION: MOT

DATE: 1/19/21

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
Employee Breaks	MOT Break Room	18 MOT employees. No public access	Staggered Break Times, Signage, Limited access
Facility Cleaning/disinfecting	District wide, varied	18 MOT employees	Employees are encouraged to work individually. PPE. Training
Heavy lifting and 2 employee tasks	District wide, varied	18 MOT employees	Use pallet jacks, forklifts to move heavy objects

Appendix B: COVID-19 Inspections

Date: January 16, 2021

Name of person conducting the inspection: Jeremy Nielsen

Work location evaluated: General Facilities

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions	Complete	Jeremy Nielsen	11/6/2020
Ventilation (amount of fresh air and filtration maximized. Doors to be left open, weather permitting)	Complete	Jeremy Nielsen	11/16/2020
Additional room air filtration	Complete	Jeremy Nielsen	07/23/2020
Fresh Air ducts open per Title 24 Compliance	Complete	Jeremy Nielsen	08/14/2019
Administrative			
Physical distancing	Complete	Jeremy Nielsen	12/04/2020
Surface cleaning and disinfection (frequently enough and adequate supplies)	Complete	Jeremy Nielsen	03/16/2020
Hand washing facilities (adequate numbers and supplies)	Complete	Jeremy Nielsen	03/16/2020
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions	Complete	Jeremy Nielsen	08/11/2020
PPE (not shared, available and being worn)	Complete	All Staff	07/07/2020
Face coverings (cleaned sufficiently often)	Complete	All Staff	07/07/2020
Gloves	Complete	All Staff	07/07/2020
Face shields/goggles	Complete	All Staff	07/07/2020

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions	Installed	MOT	Ongoing
Ventilation (amount of fresh air and filtration maximized)	Installed	MOT	Ongoing
Additional room air filtration			
Administrative			
Physical distancing	Implemented	All Staff	March 2020
Surface cleaning and disinfection (frequently enough and adequate supplies)	Implemented	MOT/Dept. Leads	March 2020
Hand washing facilities (adequate numbers and supplies)	Ordered Additional	David Ostermann	November 2020
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions	Implemented		March 2020
PPE (not shared, available and being worn)	Implemented		April 2020
Face coverings (cleaned sufficiently often)	Implemented		April 2020
Gloves	Implemented		April 2020
Face shields/goggles	Implemented		April 2020
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><i>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):</i></p>	
<p>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>	
<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.

Appendix D: COVID-19 Training Roster

Date: _____

Person that conducted the training: _____

Employee Name	Signature

Additional Consideration #1; Workplace is identified by a local health department as the location of a COVID-19 outbreak, or there are three or more COVID-19 cases in your workplace within a 14-day period.

COVID-19 testing

- We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
 - All employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
 - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
 - We will provide additional testing when deemed necessary by Cal/OSHA.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria** requirements, and local health officer orders if applicable.

Investigation of workplace COVID-19 illness

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 investigation, review and hazard correction

In addition to our CPP **Identification and Evaluation of COVID-19 Hazards** and **Correction of COVID-19 Hazards**, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
 - Our leave policies and practices and whether employees are discouraged from remaining home when sick.

- Our COVID-19 testing policies.
- Insufficient outdoor air.
- Insufficient air filtration.
- Lack of physical distancing.
- Updating the review:
 - Every thirty days that the outbreak continues.
 - In response to new information or to new or previously unrecognized COVID-19 hazards.
 - When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
 - Moving indoor tasks outdoors or having them performed remotely.
 - Increasing outdoor air supply when work is done indoors.
 - Improving air filtration.
 - Increasing physical distancing as much as possible.
 - Respiratory protection.
 - [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; Your workplace experienced 20 or more COVID-19 cases within a 30-day period.

Major COVID-19 Outbreaks

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 testing

We will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases and Return to Work Criteria**, and any relevant local health department orders.

Investigation of workplace COVID-19 illnesses

We will comply with the requirements of our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 hazard correction

In addition to the requirements of our CPP **Correction of COVID-19 Hazards**, we will take the following actions:

- In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected.
- Implement any other control measures deemed necessary by Cal/OSHA.

Notifications to the local health department

We will comply with the requirements of our **Multiple COVID-19 Infections** and **COVID-19 Outbreaks-Notifications to the Local Health Department.**