
BAYTECH



Bay Area Technology School
8251 Fontaine Street
Oakland, CA 94605

COVID-19 Prevention Program (CPP) for Bay Area Technology School

Effective November 30th, 2020



COVID-19 Prevention Program (CPP) for Bay Area Technology School

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

Date: 1/18/2021

Authority and Responsibility

Caitlin Emig, Chief of Staff and **Cesley Frost, Middle School Principal**, 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 evaluate our workplace and operations to identify tasks that may have exposure to COVID-19. The evaluation includes all interactions, areas, activities, processes, equipment, and materials that could present potential exposure to COVID-19. Assessments include employee interactions with all persons who may be present in the workplace: contractors, vendors, customers, and members of the public.

Evaluations include:

- Identification of places and times when people may gather or come in contact with each other, even if they aren't working. Examples: meetings, trainings, workplace entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting rooms.
- Employees' potential workplace exposure to all persons at the workplace. We will consider how employees and others enter, leave, and travel through the workplace. Examples: co-workers, employees of other businesses, the public, customers or clients, and independent contractors.
- Existing COVID-19 prevention measures and whether we need different or additional control measures.
- 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

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

We encourage employees to participate in this evaluation. They can contact Ms. Caitlin (cemig@baytechschool.org, 510-926-7935) or Ms. Frost (cfrost@baytechschool.org, 510-599-6226) to share information on potential COVID-19 hazards at our workplace or to assist in evaluating these hazards.

We will evaluate how to maximize the amount of outdoor air entering our indoor spaces and if it is possible to increase the filtration efficiency to the highest level possible for our ventilation system.

Employees may confidentially inform us if they have a higher risk for severe illness from COVID-19, such as those with conditions like lung disease, obesity, or cancer. They will have priority for lower exposure job assignments or working from home whenever possible.

Employee screening

We screen our employees by utilizing the CDC Facilities COVID-19 Screening questionnaire. Additionally, employees will be required to undergo a temperature check upon their arrival to the worksite. Below are the symptoms and temperature check protocols for all employees. Temperature checks will be administered by the BayTech Office Staff.

- Symptoms: **If an employee or anyone an employee has been in contact with for the past 2 weeks has shown or developed symptoms of COVID-19**, the employee is required to notify Ms. Caitlin & Ms. Frost and **MUST** stay home until the employee is approved to return to campus.
- Temperature checks: **ALL employees and visitors MUST be temperature checked upon arrival to campus.** Temporal thermometers will be used by on office staff member wearing a mask and gloves behind a safety shield divider. Thermometers will be disinfected BEFORE and AFTER use.
 - **Anyone with a temperature 100°F (37.7°C)** MUST leave campus immediately. Ms. Caitlin and Ms. Frost will be notified immediately if this is the case in order to take further action if needed.
 - **If the temperature is between 96.1°F and 99.9°F**, the person is allowed on campus. ○ If the temperature is below 96°F (35.6°C), recheck it.

We treat all persons, regardless of symptoms or negative test results, as potentially infectious. We select and implement [feasible control measures](#) to minimize or eliminate employee exposure to COVID19. We review orders and guidance COVID-19 hazards and prevention from the State of California and the local health department, including general information and information specific to our industry, location, and operations. We correct unsafe or unhealthy conditions, work practices, policies, and procedures in a timely manner based on the severity of the hazard. Additionally, we will follow the



Appendix C: Controls to Reduce Exposure identifying tasks and the engineering controls, administrative controls and PPE to reduce hazard and exposure.

Control of COVID-19 Hazards

- **Physical Distancing:** Everyone must keep a six-foot distance from others at all times except where we can show that it is not possible or for brief times during the movement of people in the workplace. When six feet of distance cannot be maintained, people will be as far apart as possible. Methods for physical distancing include:
 - Reducing the number of persons in an area at one time (including visitors) ○ Visual cues such as signs and floor markings to show employee locations and paths of travel ○ Staggered arrival, departure, work, and break times
 - Adjusted work processes (such as reducing production speed) to allow greater distance between employees
 - Telework or other remote work arrangement

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

- **Wearing a Face Covering:** We provide face coverings to all employees and require they be worn when indoors, when outdoors if less than six feet from another person, and as required by the local health department or CDPH. We will not prevent any employee from wearing a face covering when required unless it would create a safety hazard, such as interfering with the safe operation of equipment. The face coverings provided will be cloth or woven material, fit snugly, and completely cover the nose and mouth. Face coverings must be clean and undamaged. **Face coverings are not respiratory protection and do not replace physical distancing requirements.**

Employees are not required to wear a face covering in the following situations:

- When an employee is alone in a room.
- While eating or drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area has been maximized to the extent possible.
- When employees wear respiratory protection in accordance with Section 5144 or other Title 8 safety orders.
- When employees cannot wear face coverings due to a medical or mental health condition or disability. This includes a hearing-impaired person or someone using sign language to communicate. Employees exempted from wearing a face covering due to medical conditions, mental health conditions, or disability must wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom that we will provide, if their condition or disability allows.
- When a specific task cannot be performed with a face covering. This exception is limited to the time period in which such tasks are being performed, and the unmasked employee shall be at least six feet away from all other persons unless unmasked employees are tested at least twice weekly for COVID-19.

Employees not wearing a face covering, face shield with drape, or respirator, for any reason, will stay at least six feet away from all other people in the workplace unless they are tested twice a week for COVID-19.

Signs are posted at the entrance to the workplace to communicate the requirement for face coverings by any non-employees entering the workplace. We provide face coverings to members of the public if necessary and



instruct employees to remain at least six feet away from members of the public who will not wear a face covering.

Engineering Controls – Equipment and Building Systems to Minimize Exposures

Our engineering controls for COVID-19 include:

- Maximizing outdoor air for ventilation as much as feasible except when EPA’s Air Quality Index is greater than 100-or when increasing outdoor air would cause harm to employees, such as excessive heat or cold.
- Installing cleanable, solid partitions between coworkers or between workers and customers when 6 feet of distance cannot be maintained.

Cleaning and disinfecting

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

- **[Cleaning and Disinfecting Frequently](#)**. Surfaces, especially frequently touched surfaces, will be disinfected with products that meet the [EPA’s criteria for use against coronavirus](#). Disinfectants are used according to manufacturer’s directions. Employees are trained on the hazards of the disinfectants, to use only in wellventilated areas, any PPE that is required, and to never mix chemicals. Surfaces are disinfected according to the following schedule:



Table 3 – Disinfection Practices

Surface/Area	Disinfection Method/Product	Frequency
Office supplies and work stations	<ul style="list-style-type: none"> • Wear disposable gloves to clean and disinfect and discard after use or use reusable gloves that are dedicated only for cleaning and disinfecting. Always wash hands after removing gloves. • Clean any dirty surfaces using soap and water first, then use disinfectant. • Clean or launder items according to the manufacturer’s instructions. • Wash your hands often with soap and water for 20 seconds. • If someone is sick, keep a separate bedroom and bathroom for the person who is sick (if possible). • Disinfect with a household disinfectant on the Environmental Protection Agency (EPA) List N: Disinfectants for Coronavirus (COVID-19)external icon. • Follow the instructions on the label to ensure safe and effective use of the product. Read EPA’s infographic on how to use these disinfectant productsexternal icon safely and effectively. Many products recommend: <ul style="list-style-type: none"> ○ Keeping surface wet with disinfectant for a period of time (see product label) ○ Precautions such as wearing gloves and making sure you have good ventilation while using the product 	Directly after use

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

- **Close off areas** used by the person who is sick.
- **Open outside doors and windows** and use fans or other [engineering controls](#) to increase air circulation in the area. **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.

The following procedures will then be followed by Wessne’s Janitorial after the 24 hour waiting period.

- Clean and disinfect the immediate workspace used **by the person who is sick or diagnosed with COVID-19**, such as the surfaces in their office or cubicle. If common areas such as bathrooms or shared items have already been routinely cleaned and disinfected, there is no need for additional action.
- [Vacuum the space if needed](#). Use a vacuum equipped with high-efficiency particulate air (HEPA) filter and bags, if available.
- Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
 - Wear disposable gloves to clean and disinfect. For soft (porous) surfaces such as carpeted floors or rugs, clean the surface with detergents or cleaners appropriate for use on these



surfaces, according to the textile's label. After cleaning, disinfect with an appropriate disinfectant on [EPA List N: Disinfectants for Coronavirus \(COVID-19\)](#)^{external icon}. Soft and porous materials, like carpet, are generally not as easy to disinfect as hard and non-porous surfaces. EPA has listed a limited number of products approved for disinfection for use on soft and porous materials on List N. Follow the disinfectant manufacturer's safety instructions (such as wearing gloves and ensuring adequate [ventilation](#)), for concentration level, application method and contact time. Allow sufficient drying time if vacuum is not intended for wet surfaces.

- While vacuuming, temporarily turn off in-room, window-mounted, or on-wall recirculation HVAC to avoid contamination of the HVAC units.
- Do NOT deactivate central HVAC systems. These systems tend to provide better filtration capabilities and introduce outdoor air into the areas that they serve.
- Once area has been **appropriately disinfected**, it **can be opened for use**.
 - If **more than 7 days** since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary. Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

Shared tools, equipment and personal protective equipment (PPE) PPE

must not be shared, e.g., gloves, goggles and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by:

- **Wearing disposable gloves** to clean and disinfect and discard after use or use reusable gloves that are dedicated only for cleaning and disinfecting. Always [wash hands](#) after removing gloves.
- **Cleaning any dirty surfaces using soap and water first, then use disinfectant.**
 - **Practice routine cleaning** and disinfection of frequently touched surfaces. More frequent cleaning and disinfection may be required based on level of use.
 - Surfaces and objects in public places, such as shopping carts, point of sale keypads, pens, counters, vending machines, and ATMs should be cleaned and disinfected before each use or as much as possible.
 - **Other high touch surfaces include:** Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks.

When cleaning:

- **Regular cleaning staff** can clean and disinfect community spaces.
- **Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.**
 - Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
 - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
- **Wash your hands often** with soap and water for 20 seconds.
 - Wash your hands immediately after removing gloves and after contact with a person who is sick.



- Follow normal preventive actions while at work and home, including washing hands often for at least 20 seconds and avoiding touching eyes, nose, or mouth with unwashed hands. **It is especially important to wash hands:**
 - After blowing one’s nose, coughing, or sneezing.
 - Before and after touching your eyes, nose, or mouth.
 - After using the restroom. ○ Before and after entering or leaving a public place.
 - Before and after touching your mask.
 - After changing a diaper. ○ Before eating or preparing food. ○ After touching animals or pets.
 - After caring for an ill person.
- **Hand sanitizer:** If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water for at least 20 seconds. ○ **Always read and follow the directions on the label** to ensure safe and effective use. ○ Keep hand sanitizers away from fire or flame
 - For children under six years of age, hand sanitizer should be used with adult supervision ○ Always store hand sanitizer out of reach of children and pets

Personal Protective Equipment (PPE) – Equipment Worn by Employees to Minimize Exposure In general, employees WILL NOT use respirators at (company name) for protection from COVID-19. If a hazard assessment determines respirators are needed, they will be used in accordance with [Title 8, Section 5144](#). Any PPE used to protect from COVID-19, such as gowns, face masks, and gloves, is selected based on function, fit, and availability. Employees are trained when and why PPE is necessary, how to properly put on and take off PPE, and how to clean, maintain, and store reusable PPE. Job hazard assessments are performed by supervisors to identify any PPE required for a specific job. Supervisors are responsible for ensuring that adequate supplies of PPE are available.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we have adopted the CDC guidelines to hand washing and the use of hand sanitizer:

Five Steps to Wash Your Hands:

1. **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. **Scrub** your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
4. **Rinse** your hands well under clean, running water.
5. **Dry** your hands using a clean towel or air dry them.



Use Hand Sanitizer When You Can't Use Soap and Water

You can use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available. Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not readily available, you can use an alcohol-based [hand sanitizer](#) that contains at least 60% alcohol. You can tell if the sanitizer contains at least 60% alcohol by looking at the product label.

Sanitizers can quickly reduce the number of germs on hands in many situations. However,

- Sanitizers do **not** get rid of all types of germs.
- Hand sanitizers may not be as effective when hands are visibly dirty or greasy.
- Hand sanitizers might not remove harmful chemicals from hands like pesticides and heavy metals.

How to Use Hand Sanitizer

- Apply the gel product to the palm of one hand (read the label to learn the correct amount).
- Rub your hands together.
- Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

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. [

Investigating and Responding to COVID-19 Cases

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

If an employee is suspected of having a workplace exposure to COVID-19, we will provide information about access to COVID-19 testing at no cost. We will inform affected employees of the reason for testing and the potential consequences of a positive test. Local COVID-19 testing is available in our area through the following:

- **CORE and Allen Temple Baptist Church**
8501 International Blvd, Oakland, CA 94621
Tuesdays, Wednesdays and Thursdays: 11:00am – 5:00pm
- **Asian Health Services**
Clinton Park
At 6th Ave and International Blvd, Oakland
Thursdays: 11:00am - 2:00pm
By appointment only



- **Asian Health Services Community Testing**
Madison Square Park - 810 Jackson Street, Oakland CA 94607
Tuesday: 12:00 pm - 7:00 pm, Thursday & Friday: 8:00 am - 4:00 pm Appointment only
- **La Clínica de La Raza**
The parking lot at 35th Ave & E 12th St, Oakland
Monday–Friday: 8:30am–12:00pm; 1:00pm–5:00pm
The call center is closed for lunch from 12:00pm–12:30pm
By Appointment Only; Ages 2 months and older
Call (510) 535-3370
- **LifeLong Medical Care Cal-Pep**
2811 Adeline St, Oakland
Mondays: 9:30am – 3pm
By appointment only
- **Lifelong Medical Care**
Foothill Square
10700 MacArthur Blvd, Oakland
Wednesdays: 9:30am - 3pm
By appointment only
- **Lifelong Medical Care**
Eastmont Mall
7200 Bancroft Ave, Oakland
Thursdays and Fridays: 9:30am – 3pm
By appointment only
- **Native American Health Center**
Parking Lot
3050 International Blvd., Oakland, CA 94601
Tuesdays and Thursdays: 9:00am–7:00pm
Saturday: 10:00am–4:00pm
- **Roots Community Health Center**
9925 International Blvd
Oakland, CA 94603
Mondays & Wednesdays: 9:30am – 4:00pm
Fridays: 9:30am – 1:00pm
Appointments are preferred but not required!



- **West Oakland Health Center**
700 Adeline St
Oakland, CA 94607
Mondays, Wednesdays, and Fridays: 8:00am - 4:30pm
Saturdays: 8:30am - 12:30pm

Additional testing sites can be found at <https://covid-19.acgov.org/testing>

Note: Additional communication requirements may apply depending upon severity of outbreak. See Appendix A for multiple COVID-19 infections and outbreak procedures. See Appendix B for major outbreak procedures. We communicate information about COVID-19 hazards and our COVID-19 policies and procedures to employees and other employers, persons, and entities that come in contact with our workplace. Other employers must ensure their employees follow our plan or equivalent to ensure protection of both their and our employees. When our employees are at another worksite, we will verify that procedures at the other worksite are protective of our employees, such as mask wearing and social distancing.

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:

We ask all employees to confidentially report, without fear of discrimination or retaliation, any symptoms, potential exposures, and possible hazards relating to COVID-19 at the workplace. Employees should make these reports to Ms. Caitlin (cemig@baytechschool.org, 510-926-7935) or Ms. Frost (cfrost@baytechschool.org, 510-599-6226).

We explain to all employees how we accommodate employees at higher risk of severe COVID-19 illness. An employee can make a confidential report of his/her own high risk condition to Ms. Caitlin (cemig@baytechschool.org, 510-926-7935).

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. Additionally, 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 will be provided..

Notification

Employees must alert Ms. Caitlin (cemig@baytechschool.org, 510-926-7935) or Ms. Frost (cfrost@baytechschool.org, 510-599-6226) if they are having symptoms of COVID-19, had a possible COVID-19 exposure, were diagnosed with COVID-19, or are awaiting test results. We do not discriminate or retaliate against employees for reporting positive test results or symptoms.

Following notification of a positive test/diagnosis, we will immediately take the following actions:

1. Determine the day and time the COVID-19 case was last present at the workplace, the date of the positive test/diagnosis, and the date the COVID-19 case first experienced symptoms.



2. Determine who may have had exposure to the COVID-19 case by reviewing the case's activities during the high-risk period. The high-risk period **for persons who develop symptoms** is from two days before they first develop symptoms until 10 days after symptoms first appeared and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved. The high-risk period **for persons who test positive but never develop symptoms** is from two days before until 10 days after their first positive test for COVID-19 was collected.
3. Within one day of becoming aware of a positive diagnosis, Ms. Caitlin will notify in writing all employees and their authorized representatives, independent contractors and other employers onsite who were potentially exposed. Individuals with close contact will be instructed to quarantine at home. **CDC defines [close contact](#) as being within six feet of an infected person for 15 cumulative minutes or more over a 24-hour period, starting 2 days prior to symptom onset until the sick person is isolated.** When providing notice under this section, we will not disclose the identity of the infected person(s).
4. We will provide employees with potential COVID-19 exposure information about access to COVID-19 testing, which will be offered at no cost during working hours, and isolation requirements resulting from a positive test.
5. Investigate whether any workplace factors contributed to the infection and how to further reduce that potential exposure.

We will provide information about [COVID-19 related leave benefits](#). **Confidentially will be maintained at all times.**

We keep a record of and track all COVID-19 cases to include: 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. This information is kept confidential.

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 on how COVID-19 spreads and infects people.
- 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.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Our symptom screening procedures for employees and all other visitors to the workplace • Risk of exposure to COVID-19 on the job.
- Cleaning and disinfection schedules and procedures for our workplace.
- Control measures to protect employees from exposure and infection:
 - Requiring employees to stay home when sick.
 - Physical distancing. Employees must maintain at least 6' of separation from other individuals in the workplace. Since infectious aerosols can travel further than 6', face covering are required along with physical distancing at all indoor workplaces.



- 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.
- Covering coughs and sneezes.
- Acceptable PPE and proper use.
- What to do if they are sick and how to obtain a COVID-19 test.
- Information on COVID-19-related leave benefits available under workers' compensation law, the federal Families First Coronavirus Response Act, Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, local governmental requirements, the BayTech leave policies, and leave guaranteed by contract.
- 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 contents of this plan.

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. Employees excluded from work due to positive diagnosis or exposure but otherwise able and available to work will maintain their earnings, seniority, and all other rights and benefits. Information on available benefits will be provided at the time of exclusion.
- Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access

Reporting

- 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. ■ [Reporting to the Local Health Department \(LHD\)](#) – This requirement also complies with AB 685.
 - Within 48-hours of knowledge, Ms. Frost will notify the [local health department](#) (LHD) of any workplace outbreak of COVID-19. An outbreak reportable to our LHD is defined as at least three COVID-19 cases among workers at the same worksite within a 14-day period. We will work with the LHD to



carry out contact tracing and follow all LHD recommendations including temporary closure of our business if advised.

- 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.
 - [CAL/OSHA Recording/Reporting](#) - We will record on our 300 log all work-related COVID-19 cases that meet one of the following criteria: death, days away from work, restricted work or transfer to another job, medical treatment beyond first aid, loss of consciousness, significant injury or illness diagnoses by a physician or other licensed health care professional.
 - We will report any serious COVID-19 illness that required inpatient hospitalization or resulted in death to our local Cal/OSHA office as soon as possible, but in no case more than eight hours after knowledge.
- [Reporting to our Claims Administrator](#) – [SB 1159](#) (This section applies to employers with five or more employees)
 - Ms. Caitlin will report to Gallagher Bassett through the CharterSafe website, when an employee has tested positive for COVID-19. This report will be made within three days of knowledge of an employees' positive test result.

Recordkeeping

BayTech maintains records of the steps taken to implement this written program.

- 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 D: Investigating COVID-19 Cases** form to keep a record of and track all COVID19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.
- These records include but are not limited to training, inspections, hazard identification, etc.

We keep a record of and track all COVID-19 cases. These records include the employee's:

- Name
- Contact information
- Occupation
- Location where the employee worked
- Date of the last day at the workplace
- Date of positive COVID-19 test

All medical information will be kept confidential. The log of COVID cases, with names and contact information removed, will be made available to employees, authorized employee representatives, or as otherwise required by law.

Access

This program will be made available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA.



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.

Caitlin Jo Emig

Signature

1/4/2021

Date

Caitlin J Emig

Name

Chief of Staff

Title



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: **Caitlin Emig**

Date: **11/30/2020**

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

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID19 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
Entering the workplace	BayTech campus between the hours of 8am-4pm	BayTech Office Staff and on-site employees	<ul style="list-style-type: none"> • Use natural ventilation; have screening station set up outdoors • Symptom screen employees and visitors entering workplace • Provide face shield and mask along with disinfectant, hand sanitizer and gloves
Administering Temperature Checks	BayTech office upon the entering of an employee or visitor on to the worksite	BayTech Office Staff and on-site employees	<ul style="list-style-type: none"> • Install Plexiglass barriers between the employee and the visitor • Face coverings required, disinfecting of the thermometer before and after screening • Provide thermometer, disinfectant, gloves, face shield



Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID19 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
Working in the BayTech Office	BayTech Office, Monday-Friday 8am-4pm	All BayTech Office Staff and members of the public who enter the worksite	<ul style="list-style-type: none"> • Install Plexiglas barriers between employee and visitors • Install visual cues for social distancing and enforce physical distancing; face coverings required temperature checks administered, appointment system to avoid congregations • Provide face shield and mask along with disinfectant, hand sanitizer and gloves
Working from campus	All workspaces on the BayTech Campus including office spaces and classrooms, Monday-Friday 8am-4pm	All BayTech Office Staff, employees and members of the public who enter the worksite	<ul style="list-style-type: none"> • Maximize amount of outdoor air entering the building • Install physical barriers between people • Allow only required/essential employees and visitors access to the workplace • Rearrange stationary work stations to be at least 6 feet apart from each other • Hold meetings/trainings via a virtual platform such as Zoom • Require face coverings at all times regardless of physical distancing • Provide time for employees to wash/sanitize their hands frequently • Provide additional handwashing sinks or hand sanitizer stations • Clean and sanitize environmental surfaces frequently or on a daily schedule <p>Post informational signage throughout facility, e.g. symptoms, transmission routes, physical distancing, face coverings, hand hygiene, cleaning and disinfection. Do</p>



			<p>not touch your eyes, mouth, nose or face with unwashed hands</p> <ul style="list-style-type: none">• Provide training on COVID19 symptoms, how the virus is spread, methods to prevent transmission, proper use of PPE, proper use and care of face coverings• Inspect the workplace or areas of special concern regularly to ensure that plan is being followed Provide:<ul style="list-style-type: none">• Face shield• Disposable gloves• Disinfectant• Hand sanitizer
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Appendix B: COVID-19 Inspections

Date: **11/30/2020**

Name of person conducting the inspection: **Caitlin J Emig** Work location evaluated: **BayTech Campus, 8251 Fontaine St. Oakland, CA 94605**

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions	Implemented	BayTech	7/1/2020
Ventilation (amount of fresh air and filtration maximized)	Implemented	OUSD	7/1/2020
Additional room air filtration	Implemented	OUSD	7/1/2020
Administrative			
Physical distancing	Implemented	BayTech	7/1/2020
Surface cleaning and disinfection (frequently enough and adequate supplies)	Implemented	BayTech	Ongoing
Hand washing facilities (adequate numbers and supplies)	Implemented	BayTech	11/30/2020
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions	Implemented	OUSD/BayTech	Ongoing
Limiting Access	Implemented	BayTech	7/1/2020
Employee and Visitor Screening	Implemented	BayTech	12/1/2020
PPE (not shared, available and being worn)	Implemented	BayTech	Ongoing
Face coverings (cleaned sufficiently often)	Implemented	BayTech	Ongoing
Gloves	Implemented	BayTech	Ongoing
Face shields/goggles	Implemented	BayTech	Ongoing
Respiratory protection	Implemented	BayTech	Ongoing



Appendix C: Controls to Reduce Exposure

Job Title/Task/Work Area	Engineering Controls	Administrative Controls	PPE
Entering workplace	Use natural ventilation; have screening station set up outdoors	Symptom screen employees and visitors entering workplace	Provide face shield and mask along with disinfectant, hand sanitizer and gloves
Administering Temperature Checks	Install Plexiglass barriers between the employee and the visitor	Face coverings required, disinfecting of the thermometer before and after screening	Provide thermometer, disinfectant, gloves, face shield, and mask
Office Staff	Install Plexiglas barriers between employee and visitors	Install visual cues for social distancing and enforce physical distancing; face coverings required temperature checks administered, appointment system to avoid congregations	Provide face shield and mask along with disinfectant, hand sanitizer and gloves
Main Campus	<ul style="list-style-type: none"> Maximize amount of outdoor air entering the building Install physical barriers between people 	<ul style="list-style-type: none"> Allow only required/essential employees and visitors access to the workplace Rearrange stationary work stations to be at least 6 feet apart from each other Hold meetings/trainings via a virtual platform such as Zoom Require face coverings at all times regardless of physical distancing Provide time for employees to wash/sanitize their hands frequently Provide additional handwashing sinks or hand sanitizer stations Clean and sanitize environmental surfaces frequently or on a daily schedule Post informational signage throughout facility, e.g. symptoms, transmission routes, physical distancing, face coverings, hand hygiene, cleaning and disinfection. Do not touch your eyes, mouth, nose or face with unwashed hands Provide training on COVID-19 symptoms, how the virus is spread, methods to prevent transmission, proper use of PPE, proper use and care of face coverings Inspect the work place or areas of special concern regularly to ensure that the plan is being followed 	<ul style="list-style-type: none"> Face shield Disposable gloves Disinfectant Hand sanitizer



Engineering Controls – Equipment and Building Systems to Minimize Exposures

Our engineering controls for COVID-19 include: (Add or delete bullets below as applicable to your business.)

- Maximizing outdoor air for ventilation as much as feasible except when EPA’s Air Quality Index is greater than 100-or when increasing outdoor air would cause harm to employees, such as excessive heat or cold.
- Installing cleanable, solid partitions between coworkers or between workers and customers when 6 feet of distance cannot be maintained.

Administrative Controls – Policies, Procedures, and Practices to Minimize Exposure

Our administrative controls for COVID-19 are: (add more detail to these as needed to explain how they will be implemented at your workplace.)

- **Limiting Access** to the workplace to only necessary staff. Employees work from home whenever possible.
- **Screening Employees and Visitors** to our facility through the following methods: ○ Onsite Screening - Face coverings are required during the screening process and non-contact thermometers are used.

We prohibit any employee or visitor sick with any potentially contagious from entering the workplace. Anyone exhibiting any potential symptoms of COVID-19 should contact Ms. Caitlin (cemig@baytechschool.org, 510-9267935) or Ms. Frost (cfrost@baytechschool.org, 510-599-6226) and leave the worksite.

- **Physical Distancing:** Everyone must keep a six-foot distance from others at all times except where we can show that it is not possible or for brief times during the movement of people in the workplace. When six feet of distance cannot be maintained, people will be as far apart as possible. Methods for physical distancing include:
 - Reducing the number of persons in an area at one time (including visitors)
 - Visual cues such as signs and floor markings to show employee locations and paths of travel
 - Staggered arrival, departure, work, and break times
 - Adjusted work processes (such as reducing production speed) to allow greater distance between employees
 - Telework or other remote work arrangement
- **Wearing a Face Covering:** We provide face coverings to all employees and require they be worn when indoors, when outdoors if less than six feet from another person, and as required by the local health department or CDPH. We will not prevent any employee from wearing a face covering when required unless it would create a safety hazard, such as interfering with the safe operation of equipment. The face coverings provided will be cloth or woven material, fit snugly, and completely cover the nose and mouth. Face coverings must be clean and undamaged. **Face coverings are not respiratory protection and do not replace physical distancing requirements.**

Employees are not required to wear a face covering in the following situations:

 - When an employee is alone in a room.



- While eating or drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area has been maximized to the extent possible.
- When employees wear respiratory protection in accordance with Section 5144 or other Title 8 safety orders.
- When employees cannot wear face coverings due to a medical or mental health condition or disability. This includes a hearing-impaired person or someone using sign language to communicate. Employees exempted from wearing a face covering due to medical conditions, mental health conditions, or disability must wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom that we will provide, if their condition or disability allows.
- When a specific task cannot be performed with a face covering. This exception is limited to the time period in which such tasks are being performed, and the unmasked employee shall be at least six feet away from all other persons unless unmasked employees are tested at least twice weekly for COVID-19. Employees not wearing a face covering, face shield with drape, or respirator, for any reason, will stay at least six feet away from all other people in the workplace unless they are tested twice a week for COVID-19.

Signs are posted at the entrance to the workplace to communicate the requirement for face coverings by any non-employees entering the workplace. We provide face coverings to members of the public if necessary and instruct employees to remain at least six feet away from members of the public who will not wear a face covering.

In addition to the engineering controls, administrative controls, and PPE provisions of our COVID-19 Prevention Program, we will do the following:

- Filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with our ventilation system. If MERV 13 or higher efficiency filters are not compatible with our system, we will use the highest MERV rated filter possible.
- Evaluate the benefits that portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems, may offer in reducing the risk of transmission and implementing wherever possible.
- Evaluate the need for respiratory protection or changes to current respiratory protection in use. Any respiratory use will be in accordance with [8CCR5144](#).
- Implement any other control measures necessary by the issuance of an Order to Take Special Action by the Division in accordance with [8CCR332.3](#).



Appendix D: 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.



COVID Investigation Form

Date: _____

Name of person conducting the investigation: _____

Employee (or nonemployee*) name:		Occupation (if nonemployee, 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):	
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):			



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:

All employees who may have had COVID19 exposure and their authorized representatives.	Date:	
	Names of employees that were notified:	
Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:	
	Names of individuals that were notified:	

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:

What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?		What could be done to reduce exposure to COVID-19?	
Was local health department notified?		Date:	

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

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

All employees received Coronavirus Awareness training course through the Vector Solutions SafeSchools Training Portal.

Employee Name	Date of Completion
Ah, Anna Leah	11/29/2020
Aklifazla, Cagatay	7/1/2020
Benjamin, Matthew	
Bryant, Jordan	7/1/2020
Buenrostro, Dalia	
Cage, Kathie	11/27/2020
Cetin, Mehmet	7/1/2020
Chukwuemeka, Ebere	1/13/2021
Contsanza, Mitchel	
Deamer, Patricia	



Employee Name	Date of Completion
Emig, Caitlin	10/13/2020
Feldman, Seth	
Fernandez, Carlos	
Free, Christian	10/22/2020
Frost, Cesley	7/1/2020
Gooden, Cody	10/9/2020
Hinton, Jumoke	
Hughes, Ryan	
Hunt, Kimberley	7/1/2020
Ilochi, Kristine	
Jourdan, Virginia	10/10/2020



Employee Name	Date of Completion
Juarez, Paul	10/16/2020
Lane, Kaleb	
Ledesma, Juan	
Moore, Sherman	
Nieves, Jessica	
Norman, Christopher	12/2/2020
Perez, Yesenia	7/1/2020
Ramirez, Antonio	
Repetto, Steve	11/29/2020
Rice, Jonathan	
Sechrist, Cathy	



Employee Name	Date of Completion
Shin, Grace	1/5/2020
Smith, Victor	1/4/2020
Wethington, Pauline	
Williams, Gail	11/30/2020



Additional Policy

Multiple COVID-19 Infections and COVID-19 Outbreaks- This section will go into effect if the 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.

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 Policy

Major COVID-19 Outbreaks - This section will go into effect should the workplace experience 20 or more COVID-19 cases within a 30-day period.

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**.