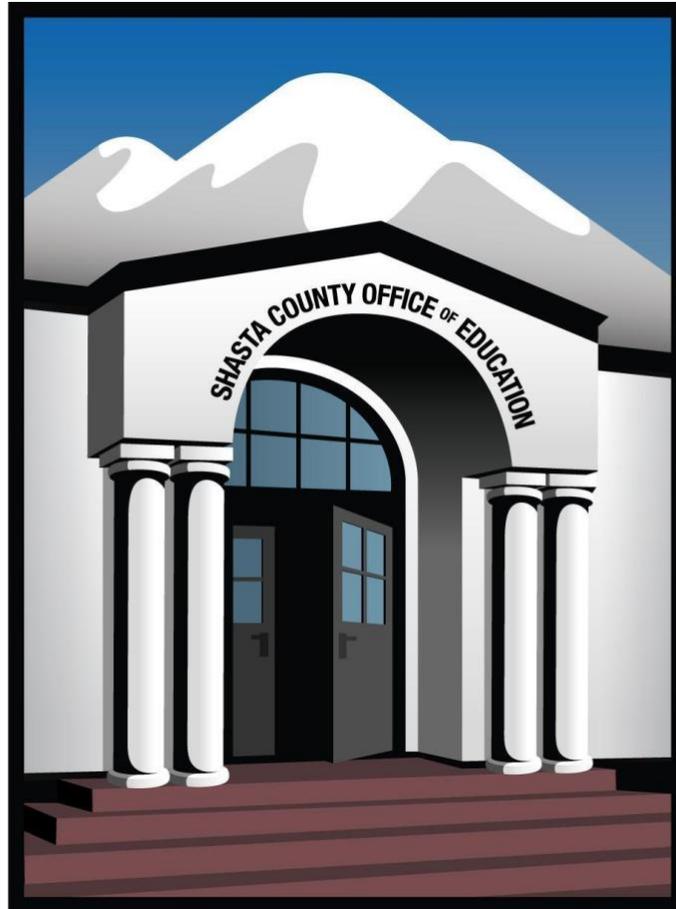


Shasta County
Office of Education
Model COVID-19 Prevention Program (CPP)
Effective June 17, 2021



With some exceptions, all employers and places of employment are required to establish and implement an effective written COVID-19 Prevention Program (CPP) pursuant to an Emergency Temporary Standard in place for COVID-19 (California Code of Regulations (CCR), Title 8, section 3205(c)). Cal/OSHA has developed this model program to assist employers with creating their own unique CPP tailored to their workplace.

The Shasta County Office of Education CPP program has been developed after careful review of CCR, Title 8 sections:

- [3205, COVID-19 Prevention](#)
- [3205.1, Multiple COVID-19 Infection and COVID-19 Outbreaks](#)
- [3205.2, Major COVID-19 Outbreaks](#)
- [3205.3, Prevention in Employer-Provided Housing](#)
- [3205.4, COVID-19 Prevention in Employer-Provided Transportation to and from Work](#)

COVID-19 Prevention Program (CPP) for the Shasta County Office of Education

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

Date: November 30, 2020

Revised: June 17, 2021

Authority and Responsibility

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

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

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Administrative Council members are to conduct workplace-specific evaluations and provide input at the regularly scheduled COVID-19 Check-ins. Information to be included is found in the **Appendix A: Identification of COVID-19 Hazards** form and can be submitted in the [COVID-19 Hazard Identification Form](#). If remediation is needed, the appropriate department will submit work orders to the Hotline and the Cabinet level representative will ensure corrections occur.
- Administrative Council meets on a monthly basis and as needed during COVID to review workplace environments for COVID specific engineering modifications.
- Director of Facilities communicates daily with assigned custodial and maintenance personnel as assigned to specific sites. Daily evaluation of tasks as related to COVID-19 hazards is occurring and needs are being addressed.
- SCOE maintains a work-order system for which designated administrators or site administrative assistants have access. In addition, sites may contact facilities by direct phone.
- 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.
- Leadership Team members responsible for facilities will conduct quarterly inspections using the **Appendix B: COVID-19 Inspection 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.
- SCOE developed and follows the facilities Roadmap to Recovery
- SCOE maintains a work order system that is available to administrators and designated administrative support staff
- Employees are provided with the [SCOE Return To Work Guidance](#).
- The Safety and Wellness Advisory committee meets quarterly. Each Department representative has the opportunity to ask questions and provide input regarding departmental hazards or concerns.

- Employees may submit safety concerns via the online [safety comments survey](#).
- Monthly opportunity for Administrative Council members to identify any departmental concerns.
- Monthly report from M&O/Facilities regarding work related to identification and correction of concerns in the M&O work order system

Employee participation

Employees and their authorized employees’ representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by:

Employees have the ability to communicate directly with their supervisor, their Safety Wellness Awareness Group Committee representative, with the Benefits Analyst and access to a Safety Comments Survey found on the County Office of Education website.

In addition, the Employee Employer Relations Committee meets monthly with exclusive bargaining representatives to seek input for identification and evaluation of COVID 19 hazards.

Employee screening

We screen our employees by:

- Requiring employees to self-screen according to CDPH guidelines.
- Ensuring that all employees are aware of the symptoms.
- Ensuring that supervisors are aware of symptoms that may be present in employees.
- Ensuring that symptoms information is posted in and around work areas.

Employees have been provided with the following symptom screening protocols found in the SCOE 2021-22 COVID-19 Guidance:

<p>Protocols for Symptom Screening, Individual Control Measures</p>	<p>Self monitor for symptoms (symptoms flyer) such as fever over 100.4°, cough, shortness of breath, muscle or body aches, new loss of taste or smell, vomiting or diarrhea. If symptoms exist, notify supervisor - DO NOT COME TO WORK. Applicable leave will be applied, which may include sick leave or SPSL as available. If symptoms are noticed in others, report your concern to the supervisor. Utilize PPE as your position/tasks warranted, gloves, eye protection, frequent handwashing. Submit verification of vaccination to the SCOE Form.</p>
--	---

Correction of COVID-19 Hazards

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

- Monthly, and as needed, on a weekly basis, Administrative Council members report out any concerns or issues. Representatives at the meeting include the Director of Facilities/M&O and Human Resources. The severity of the hazards are assessed and corrective measures are assigned by the Director of Facilities/M&O and follow up occurs at the next monthly meeting.
- Leadership Team members are to inspect their facilities monthly utilizing Appendix Form B. Any findings identified are to be discussed with the Administrative Council representative and if necessary, submitted to the Work Order System for corrective action by the department designee.
- Facilities and Maintenance personnel review work order submissions and concerns on a daily

basis.

- Daily evaluation of tasks as related to COVID-19 hazards is occurring and needs are being addressed. Sites utilize their regular communication protocols to notify appropriate staff of concerns to be addressed.

Control of COVID-19 Hazards

Physical Distancing

While eliminated in the revised requirements, we continue to recommend where possible, at least six feet of physical distancing in our workplace by:

- Adopting and implementing a telework policy and agreement. Supervisors are able to assess their department's needs and authorized telework as allowable by the policy.
- Departments with employees who are essential to providing face-face instruction or services have developed return to school plans with contingency models for each phase of the pandemic.
- Conducting all meetings and services as feasible remotely via technology.
- Access to the facilities is by appointment only.
- Signage exists providing guidance about social distancing and mask requirements.
- Establishing physical distancing protocols in the SCOE Return To Work policy and procedures are as follows:

Physical Distancing Protocols	Physical Distancing is no longer required. Office spaces shall maintain approved barriers.
--------------------------------------	--

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 face coverings and respirators/N-95's upon request. Training is provided to ensure they are properly worn as required by orders from the California Department of Public Health (CDPH) or local health department.

Face coverings are available at the Department level and provided by the Maintenance and Operations/Facilities Department. Employees are provided disposable and non-disposable face masks. Employees are provided guidance about washing and cleaning face masks. Additional face covering protocols from the SCOE 2021-22 Guidance are as follows:

<p>Face Covering Protocols <u>Mask Guidance</u></p>	<ul style="list-style-type: none"> ● Employees who HAVE NOT provided proof of vaccination SHALL wear face coverings that meet minimum standards in public areas of the facilities unless at their own work station. ● Employees MAY wear a mask at any time. ● ALL employees WILL follow the current guidance for school sites and mask until updated guidance is received. ● Any employee MAY request from their supervisor, Respirator/N95 face coverings. ● Employees in Student Programs must wear a mask when with students.
--	---

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

- When an employee voluntarily provides proof of vaccination or participates in mandatory testing due to exceptions.
- When an employee is in their own workspace.
- 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.

Any employee who has not voluntarily provided proof of vaccination, shall wear a face covering, face shield with a drape or other effective alternative, or respiratory protection that meets the specifications of the California Department of Public Health.

Engineering controls

We implement the following measures:

- Plexiglass barriers have been installed.

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

- Employees are encouraged to open windows to circulate outside air.
- Portable air filters have been supplied.
- Filtration systems are maintained per specifications that are CDC approved.
- Regular review and evaluation of filtration systems.

Cleaning and disinfecting

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

- Custodial schedules are planned per specifications of facility size
- Supplies have been ordered and are readily available
- All employees are responsible for cleaning their assigned work space throughout the day - keyboards, desktops, countertops, and frequently touched objects such as drawer handles or door knobs

- Custodial cleans common areas, drinking fountains, common door handles multiple times throughout the day.
- Authorized products used daily - also available to staff

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

- Areas of an employee confirmed case of COVID-19 are cleaned with approved supplies/disinfectants or a professional cleaning company is engaged to perform the services.

<p>Cleaning/Disinfecting</p>	<p>EVERYONE:</p> <ul style="list-style-type: none"> ● Cleans assigned work space - keyboards, desktops, countertops, frequently touched common objects such as drawer handles or door knobs; ● Clean common areas in your work area that are frequently touched throughout the day; ● Follows hand wash and sanitizing protocols; ● Uses hand sanitizers at desks and dispensers placed by M&O; ● Follows food service guidelines: <ul style="list-style-type: none"> ○ Beverages in closed pitchers ○ Prepackaged, self-served food ○ No buffet style service ○ Follow Serve Safe food guidelines 	<p>M&O CLEANS/MAINTAINS:</p> <ul style="list-style-type: none"> ● Common areas; ● Drinking fountains; ● Door handles; ● Filtration systems by regular schedule per specs that are CDC approved; ● If preferred, place trash can outside door for custodial to pick up;
-------------------------------------	---	--

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.

Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seat belt buckles, armrests, shifter, etc.) will be disinfected between users. Employees sharing a fleet vehicle will wear masks.

Employees are encouraged to utilize their own vehicles and mileage is reimbursed for authorized SCOE business.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- Post guidelines near wash facilities
- Provide employees with guidance in how to properly wash hands and signage is posted in facilities regarding adequate washing time
- Provide adequate sinks and hand soap in all facilities
- Provide each facility with additional hand sanitizing stations

- Evaluate supplies and issues are reported using the work system

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. Respirators/N95-s are provided upon request.

- Each department supervisor reports their needs for PPE to their Administrative Council representative and M&O/Facilities utilizing the M&O work order system.

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 be:

- Offered COVID-19 testing at no cost during their working hours.
- Employees who are identified as close contacts of another employee will be offered the opportunity to obtain testing at test sites identified by Public Health or at SCOE as available.
- Employees who do not have insurance will have the ability to utilize employer paid test options

The information on reporting and exclusion of COVID-19 Cases, below, is provided to employees in the SCOE Return To Work policy and procedures:

Reporting/Testing	Reporting is covered in the Pandemic Operations Outbreak Plan and the Communicable Disease Management Guidelines . Notify your supervisor if you are ill. Testing registration is available at Shasta County Public Health or by creating an account at Logistics Health Incorporated . Testing is available through SCOE in the event of outbreak.
Employee Activity/Travel	<ul style="list-style-type: none"> • Refer to Reopening California and the risk level Blueprint Map is now retired. • Employees can consult CDPH for travel guidance. (Travel Flyer) • Work travel is authorized by the supervisor. • Follow the State Guidelines for Continuing Safety Measures. • Contact Human Resources if you have any questions.

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 their supervisor and the HR

office. This can be done via email, phone call or text. The [Safety Comments Survey](#) on the website is available to all employees and may be used to report safety concerns.

Employees are to report per the following from the 2021-22 SCOE COVID-19 Guidance:

Reporting/Testing	Reporting is covered in the Pandemic Operations Outbreak Plan and the Communicable Disease Management Guidelines . Notify your supervisor if you are ill. Testing registration is available at Shasta County Public Health or by creating an account at Logistics Health Incorporated . Testing is available through SCOE in the event of outbreak.
--------------------------	---

- Employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Testing availability is in the 2021-22 SCOE COVID-19 Guidance, posted in Connecting SCOE and via the Shasta Public Health website.
- 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.
- Testing availability is in the SCOE Return To Work policy and procedures, posted in Connecting SCOE and shared via the Shasta Public Health website.

The following communications systems are in place and expected:

COMMUNICATIONS	
PERSONS RESPONSIBLE	COMMUNICATION RESPONSIBILITIES
ALL	<ul style="list-style-type: none"> ● Review updates from Superintendent ● Check Connecting SCOE COVID 19 Resources <ul style="list-style-type: none"> ○ Benefits and Resources ○ Testing Availability ● Voluntarily report vaccination information or test weekly ● Mask WHEN with students or while in a meeting room with others <ul style="list-style-type: none"> ▪ Refrain from conversations about vaccinations/confidential information ● Address your concerns with your supervisor
AC, CABINET	<ul style="list-style-type: none"> ● Employee exposures, close contacts ● External Notifications ● Internal Notifications to Department Staff
LT	<ul style="list-style-type: none"> ● Consult with your AC member about: <ul style="list-style-type: none"> ○ Tele-work Authorizations/Extensions – route to HR ○ Work schedule changes, additional hours ○ Facility and Personal Protective Equipment (PPE) needs ○ Strategies for ensuring guidance is followed
LT TO STAFF	<ul style="list-style-type: none"> ● Protocols Expectations ● Availability of PPE, including respirators/N95's
SUPERVISOR to HR	<ul style="list-style-type: none"> ● Report any employee with confirmed case/exposures/symptoms ● COVID-19 or other medical leaves ● Telework requests ● Verification of vaccination documentation AFTER attempting to review in Portal
EMPLOYEES	<ul style="list-style-type: none"> ● Check Connecting SCOE, your Portal and Email ● Provide documentation of vaccination to HR via Connecting SCOE link or test weekly ● Mask WHEN with students or when in a meeting room with others ● Alert supervisor if you: <ul style="list-style-type: none"> ● Have symptoms or have been a confirmed case or close contact ● Need PPE ● Have concerns or questions
ABBREVIATIONS	<ul style="list-style-type: none"> ● AC - Administrative Council ● LT – Leadership Team ● HR – Human Resources ● PPE – Personal Protective Equipment

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.

TRAINING PLAN AND GUIDANCE REQUIREMENTS- ALL EMPLOYEES			
MODULES	DELIVERY OPTIONS	WHEN	NOTES
<i>Integrated Pest Management</i>	Keenan	By September 3rd	On website, posted by HR
<i>Policy Acknowledgements</i> (Bloodborne Pathogens, Confidentiality, Communicable Disease Communications)	HR Website	By September 3rd	HR completes tracking; Part of annual mandated topics; Supervisor assists in ensuring completion
<i>COVID-19 Acknowledgments</i>	Employee Resources and Protocols will be placed in the Employee Portal with acknowledgement required	By September 3rd	*Links embedded in employee section: <ul style="list-style-type: none"> ● Employee Assistance Program ● Wellness Resources ● Facility Protocols ● Vaccination Reporting ● Symptom Guidance ● Self Monitoring Information ● PPE Information ● Leaves ● Testing Information

Acknowledgements from the Escape Employee Portal 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:

- Excluding employees that had a close contact from the workplace until our return-to-work criteria have been met, with the following exceptions:
 - Employees who were fully vaccinated before the close contact and who do not develop COVID-19 symptoms.
 - COVID-19 cases who returned to work per our return-to-work criteria and have remained free of COVID-19 symptoms, for 90 days after the initial onset of COVID-19 symptoms, or for COVID-19 cases who never developed COVID-19 symptoms, for 90 days after the first positive test.

- Continuing and maintaining an employee’s earnings, seniority, and all other employee rights and benefits whenever we’ve demonstrated that the COVID-19 exposure is work related. This will be accomplished by **employee submission of timecard, evidence of seeking medical treatment and/or a COVID test result.** **Leave will be applied as applicable from SPSL or the**

employee's available leave balance per respective Collective Bargaining Agreements.

- Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- A COVID tracking form is in place to keep a record of and track all COVID-19 cases and exposures. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.
- Cases are updated as needed by the Benefits Analyst, shared and reviewed weekly (at a minimum) by the Cabinet Management Team.

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.
 - Guidance is obtained from the local Public Health Department authorized representative
- **COVID-19 cases who tested positive but never developed 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 once the requirements for “cases with symptoms” or “cases who tested positive but never developed symptoms” (above) have been met.
- Persons who had a close contact may return to work as follows:
 - Close contact but never developed symptoms: when 10 days have passed since the last known close contact.

- Close contact with symptoms: when the “cases with symptoms” criteria (above) have been met, unless the following are true:
 - The person tested negative for COVID-19 using a polymerase chain reaction (PCR) COVID-19 test with specimen taken after the onset of symptoms; and
 - At least 10 days have passed since the last known close contact, and
 - The person has been symptom-free for at least 24 hours, without using fever-reducing medications.

 - 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.
-

Injury Illness Prevention Program Committee

Adam Hillman, Associate Superintendent, Administrative Services

Dan Ostrowski, Executive Director, Facilities and Information Technology

Jodie VanOrnum, Executive Director, Human Resources

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.

DIRECTIONS: Each AC member is to review work spaces in their Department's and at AC COVID-19 Briefings held as needed and submit any hazards in the online [COVID-19 Hazard Identification](#) form. Corrections are to be requested through the M&O work order system. If corrections are not needed, at COVID 19 Briefing enter None Needed.

Date of Evaluation	Department/AC Members Conducting Evaluation	Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times hazards occur	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
	Business Services/				
	Maintenance and Operations/				
	Information Technology/				
	Transportation/				
	Human Resources/				
	Early Childhood Services/				
	Student Support Services/				

	Professional Learning and Leadership Support Services/				
--	--	--	--	--	--

Appendix B: COVID-19 Inspections

Leadership Team members are to inspect their facilities quarterly utilizing this form. Any findings identified are to be discussed with the Administrative Council representative and if necessary, submitted to the Work Order System for corrective action by the department designee.

Date: **[enter date]**

Name of person conducting the inspection: **[enter names]**

Work location evaluated: **[enter information]**

Exposure Controls	Status	Person Assigned to Correct	Describe Corrective Action	Date Corrected
	Adequate Y or N			
Administrative and PPE (<i>not shared, available and being worn</i>)				
Physical distancing				
Surface cleaning and disinfection (hospital grade product used daily - also available to staff)				
Hand washing facilities (adequate numbers and supplies)				
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions				
Face coverings (disposable available)				
Face coverings being worn				
Gloves				

Engineering <i>(section will be completed in monthly Facility Inspections)</i>				
Barriers/partitions				
Ventilation (amount of fresh air and filtration maximized)				
Additional room air filtration				

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.

The following data is maintained in our data tracking sheets.

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

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

<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.

Multiple COVID-19 Infections and COVID-19 Outbreaks

[This section applies if SCOE is identified by a local health department as the location of a COVID-19 outbreak, or there are three or more COVID-19 cases in your workplace within a 14-day period. Reference section 3205.1 for details.]

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

COVID-19 testing

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

Exclusion of COVID-19 cases

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

Investigation of workplace COVID-19 illness

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

COVID-19 investigation, review and hazard correction

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

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
 - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
 - Our COVID-19 testing policies.
 - Analysis of outdoor air.
 - Analysis of air filtration.
 - Implementation 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.
 - Other applicable controls as deemed necessary.

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.

Major COVID-19 Outbreaks

[This section applies to the SCOE CPP should our workplace experience 20 or more COVID-19 cases within a 30-day period. Reference section 3205.2 for details.]

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

COVID-19 testing

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

Exclusion of COVID-19 cases

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

Investigation of workplace COVID-19 illnesses

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

COVID-19 hazard correction

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

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

Notifications to the local health department

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