

Date: January 22, 2021

## 2021 COVID-19 School Guidance Checklist

**Name of Local Educational Agency or Equivalent:**

Corcoran Joint Unified School District

**Number of schools:**

8

**Enrollment:**

3285

**Superintendent (or equivalent) Name:**

Rich Merlo

**Address:**

1520 Patterson Avenue

**Phone Number:**

559-992-8888

**City**

Corcoran

**Email:**

rmerlo@corcoranunified.com

**Date of proposed reopening:**

November 9, 2020

**County:**

Kings

**Current Tier:**

Purple

*(please indicate Purple, Red, Orange or Yellow)*

**Type of LEA:**

Unified

**Grade Level (check all that apply)**

TK

2<sup>nd</sup>

5<sup>th</sup>

8<sup>th</sup>

11<sup>th</sup>

K

3<sup>rd</sup>

6<sup>th</sup>

9<sup>th</sup>

12<sup>th</sup>

1<sup>st</sup>

4<sup>th</sup>

7<sup>th</sup>

10<sup>th</sup>

This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier, materials must additionally be submitted to your local health officer (LHO), local County Office of Education, and the State School Safety Team prior to reopening.

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is [K12csp@cdph.ca.gov](mailto:K12csp@cdph.ca.gov)

LEAs or equivalent in Counties with a case rate  $\geq 25/100,000$  individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.

**For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:**

- X I, Rich Merlo, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents, which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#). For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

- X **Stable group structures (where applicable):** How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

Smallest site wide cohort is 12, and the largest small cohort equal 213

If you have departmentalized classes, how will you organize staff and students in stable groups?

Scheduling and location are such that separates students and staff in consistent isolated areas by distance and time.

If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?

Scheduling and location are such that separates students and staff in consistent isolated areas by distance and time.

- X **Entrance, Egress, and Movement Within the School:** How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

Multiple school entrances and egresses to avoid crowding and contact. Movement of students is organized and directed in order to keep large groups separate by time, direction to strategic areas of destination.

- X **Face Coverings and Other Essential Protective Gear:** How CDPH's face covering requirements will be and enforced for staff and students.satisfied

All essential gear and face coverings are required and enforced as per CDPH guidelines. Extra gear and face masks are provided to ensure proper use at all times.

- X **Health Screenings for Students and Staff:** How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

- X **Healthy Hygiene Practices:** The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

X **Identification and Tracing of Contacts:** Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

X **Physical Distancing:** How space and routines will be arranged to allow for physical distancing of students and staff.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum: Variable feet

Minimum 4 feet

If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

Some classrooms have just enough space to fit in no more than 20 or so students with at least four foot minimum distance with plexiglass dividers on each desk. FYI, every classroom desk in the district has three sided plexiglass dividers regardless of distance between desks.

X **Staff Training and Family Education:** How staff will be trained and families will be educated on the application and enforcement of the plan.

X **Testing of Staff:** How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

Staff has the ability to schedule and be tested anytime. Staff also has access to free COVID testing provided by the County, and they have access to multiple testing providers in the community and through the individual's health care provider.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

X **Testing of Students:** How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.

Not yet available on site, however students and parents are advised to get tested while providing multiple providers to ensure the student does get tested.

Planned student testing cadence. Please note if testing cadence will differ by tier:

X **Identification and Reporting of Cases:** At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with [Reporting Requirements](#).

X **Communication Plans:** How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

**Consultation:** (For schools not previously open) Please confirm consultation with the following groups

All consultation was accomplished over the summer months with local labor groups, parents, community and staff.

Labor Organization

Name of Organization(s) and Date(s) Consulted:

Name: CSEA and CFA

Date: January 27, 2021

Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

Name:

Date:

*If no labor organization represents staff at the school, please describe the process for consultation with school staff:*

### **For Local Educational Agencies (LEAs or equivalent) in PURPLE:**

Local Health Officer Approval: The Local Health Officer, for (state County) Plan, cases Kings. County has certified and approved the CRP on this date: October 1, 2020. If more than 7 business days have passed since the submission without input from the LHO, the CRP shall be deemed approved.

#### **Additional Resources:**

[Guidance on Schools](#)

[Safe Schools for All Hub](#)

# COVID-19 Prevention Program (CPP)

## Corcoran Joint Unified School District

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

**Date:** January 22, 2021

### Authority and Responsibility

Rich Merlo 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:

- 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.

CUSD recognizes that high traffic – high touch common areas in the workplace need cleaning and disinfecting to limit the spread of the COVID-19 virus.

CUSD will assign personnel and establish routine schedules to clean and disinfect common surfaces and objects in the workplace. This includes, but is not limited to, classroom technology devices, containers, counters, tables, desks, chairs, benches, door handles, knobs, drinking fountains, refrigerators, bathroom surfaces, and trashcans.

The disinfecting process includes providing disinfecting products that are EPA approved for use against the virus that causes COVID-19 and following the manufacturer's instructions for all cleaning and disinfection products (e.g., safety requirements, PPE, concentration, contact time.) All staff with access to such products will participate in specially designated training on the product's safe use.

## COMMUNICATION

All managers and supervisors are responsible for communicating with all workers about occupational safety and health in a form readily understandable by all workers. Our communication system encourages all workers to inform their managers and supervisors about workplace hazards without fear of reprisal.

Our communication system includes one or more of the following checked items:

1. New worker orientation, including a discussion of safety and health policies and procedures.
2. Review of our IIP Program.
3. Regularly Scheduled Safety Meetings.
4. Posted or distributed safety information.
5. A system for workers to anonymously inform management about workplace hazards.

## HAZARD ASSESSMENT

Periodic inspections to identify and evaluate workplace hazards shall be performed by a competent observer in the following areas of our workplace:

Periodic inspections are performed according to the following schedule:

1. When we initially established our IIP Program;
2. When new substances, processes, procedures, or equipment that present potential new hazards are introduced into our workplace;
3. When new, previously unidentified hazards are recognized;
4. When occupational injuries and illnesses occur; and
5. Whenever workplace conditions warrant an inspection.

## ACCIDENT/EXPOSURE INVESTIGATIONS

Procedures for investigating workplace accidents and hazardous substance exposures include:

1. Interviewing injured workers and witnesses;
2. Examining the workplace for factors associated with the accident/exposure;
3. Determining the cause of the accident/exposure;
4. Taking corrective action to prevent the accident/exposure from reoccurring; and
5. Recording the findings and actions taken.

## HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices, or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

1. When observed or discovered; and
2. When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers who are required to correct the hazardous condition shall be provided with the necessary protection.

## Employee Participation

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

Communication between employees and CUSD on matters relating to COVID-19 is imperative. All communications will be carefully considered to provide for employee confidentiality to the extent possible. Communication will be conducted via email, US mail, postings, employee training, staff meetings, the CUSD website and social media feeds, and/or via in-person discussions.

1. All CUSD employees should immediately report any concerns regarding COVID-19 mitigation practices or possible COVID-19 exposure in the workplace to their supervisor, and/or human resources.
2. Supervisors who require additional guidance or assistance should contact the Human Resources Department.

### **Employee Screening**

We screen our employees by:

- 1) Staff will be instructed to self-monitor for symptoms.
- 2) Staff will be screened for temperature as they enter school grounds (thermal scanner), and will complete a COVID questionnaire.
- 3) Staff exhibiting symptoms will be referred to the nurse.
- 4) Staff will be instructed that they are to stay home if they feel sick, have experienced any of the symptoms listed within the past 24 hours, or had close contact (within 6 feet for 15 minutes or more) with anyone suspected or known to have COVID-19.
- 5) Staff will remain at home until medical clearance depending on symptoms and/or severity.

Policies on returning to school that are based on a negative test result may, in some cases, keep the student/staff away from school longer than necessary due to delayed testing results and availability of testing. Student, staff, or family member within household tests positive for COVID-19:

Seek medical care from your healthcare provider in accordance with CDC and County Guidelines.

Alert the school health office as quickly as possible to ensure the student can be provided with resources to get started on Short Term Independent Study or staff member can be accommodated with the proper leave policy and directives. Staff and students should not come to school until they have been cleared to do so by their healthcare provider.

If a family member tests positive for COVID-19, the staff or student member may return to school after being tested negative for COVID-19 and after the family member is no longer showing symptoms.

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

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

If an employee is confirmed by medical verification to have the COVID-19 infection, CUSD will inform immediate coworkers of their possible exposure to COVID-19 in the workplace while maintaining confidentiality as required by the Americans with Disabilities Act (ADA).

#### **Cleaning and Disinfecting – Confirmed COVID-19 Case**

1. Temporarily close the general area where the infected employee worked until thorough cleaning and sanitization can be completed.
2. If possible, open outside doors and windows and use fans to increase air circulation in the area. Wait 24 hours or as long as practical before cleaning and disinfecting the area.
3. Conduct deep cleaning of the entire general area where the infected employee worked and may have been, including break rooms, restrooms and travel areas, with a cleaning agent approved for use by the EPA against the Coronavirus.

4. Maintenance personnel cleaning the area will be equipped with the proper personal protective equipment for COVID-19 disinfection (gloves and face covering).

#### HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

1. When observed or discovered; and
2. When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers who are required to correct the hazardous condition shall be provided with the necessary protection.

### **Controls of COVID-19 Hazards**

#### **Physical Distancing**

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

Physical distancing (6 feet) is supported and enforced with visual cues and reminders, a protocol for traffic patterns, and restricting access to essential personnel only.

Practices include:

1. Special arrangement of office furniture
2. Respect physical distancing – this includes during break and lunchtimes
  - a. Do not enter other work areas, spaces, or offices unless necessary
  - b. Avoid physical contact such as shaking hands
  - c. Carry your own pen etc. with you instead of borrowing from others

Continuous review of all relevant Public Health recommendations

1. Provide necessary equipment for times when staff is assigned to work off-site
2. Limit the need for employees to share phones, desks, and other equipment
3. Consider and review physical spaces, including assigned workstations and areas (individualized conversations with staff regarding their work station)
4. Design and control internal traffic patterns limit work areas to those staff assigned to the area whenever possible
5. Provide resources for additional cleaning, sanitization, and protective measures
6. Conduct Interactive Process Meetings with any staff who have special needs to consider accommodations

Respect physical distancing – this includes during break and lunchtimes

1. Do not enter other work areas, spaces, or offices unless necessary
2. Avoid physical contact such as shaking hands
3. Carry your own pen etc. with you instead of borrowing from others

#### Social Distancing Guidance

CDPH guidance calls for distancing to the highest degree practicable. Although it calls for teacher workstations to be six feet away from student desks, this should not be interpreted to mean that teachers must remain six feet away from students at all times. If that is what you choose to do, that is fine, but the reason we require facial coverings at all times is to allow for mobility within the classroom. Guidance speaks to close contact as being more than 15 collective minutes within six feet of an individual. So, basic teacher activities such as walking around a classroom, assisting a student, or



passing students within six feet in hallways or common areas is not a violation of Distancing Guidance. That being said, we all need to be smart and use common sense in this regard. To avoid or minimize close contact, you should consider some of the following:

1. Avoid any lesson that requires physical group work, pairing, etc.
2. Develop paper assignments that allow for electronic submittal via Google Classroom.
3. Limit your contacts with students in the class.
4. Classes that require a student to do a speech, sing, etc., should be moved outside to the degree practicable.
5. Students in PE will not be required to change clothes or meet in locker rooms.
6. Avoid sharing materials when possible.
7. Classes, such as shops in which tools are shared, should have clear student cleaning protocols.

Students are asked to wear facial coverings at all times, with a few exceptions listed below. This is because students will be within six feet of one another when transitioning classes, heading to lunch, etc. Where all staff needs to be vigilant and continue to correct student-distancing behavior is when students congregate. In these situations we must remind students that even with their facial coverings that should stand and sit in a distanced manner. This is especially important during lunch when students are eating and able to remove their facial coverings. Cafeterias are being set up with distanced seating, but outdoor areas will require consistent monitoring and reminding. Situations in which students would not have their facial coverings on are:

1. While eating and only while eating (That does not mean just sitting in the cafeteria).
2. During PE while conducting strenuous activity and only when they can be distanced.
3. When singing or playing instruments and only when they can be well distanced, outside, and with covers/guards on wind instruments.

General Social Distancing in all areas of campus should be observed at all times and by all staff. We have to model what we expect from our students, so it is important that we practice the same protocols as a staff.

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

### **Face Coverings**

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department.

Face Coverings are provided for all students and staff:

1. Face coverings are required in close proximity to others Grades Tk-12
2. Face coverings may decrease the risk of transmission, particularly when social distancing is not feasible
3. Cloth face coverings should not be placed on anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance
4. Cloth face covering should not be worn during strenuous exercise or as indicated by a physician
5. Accommodations made for employees who have trouble breathing or who have a medical or mental health condition that prevents the use of a face covering

### **Facial Covering Guidance**

Our guidance aligns with the California Department of Public Health (CDPH) and is relatively basic. It speaks to the fact that everyone wears a facial covering until they can be appropriately distanced. This means that once an employee is in

their office, workspace, if not shared within six-foot proximity, or classroom, while students are not present, that they do not need to have a facial covering on. There are some challenges to this in that although many of our staff members have their own workspace that is well distanced from other staff members, students, or the public, they are visible by those individuals. These spaces are what confuses and pokes holes in the “facial covering at all times” rule. We have to use our judgement on this and be part of the solution and minimize students' ability to use the “why don't they have a mask” excuse. Is this fair? Probably not, but it allows us to hold students and parents more accountable. We are cautious and admittedly requiring more than CDPH asks when it comes to all students and staff wearing facial coverings while interacting with one another. That means in class, in the office, on school grounds, etc.

#### Guidelines for staff:

1. Always have your facial covering with you and readily available to put on.
2. Always wear your facial covering when traveling within buildings, into someone's workspace, or outside where students, colleagues, or community members may be within six feet of you.
3. Always wear your facial covering when you are around students in the classroom, your office, or school grounds, even if you can be six feet away. (Yes, this means that even if your teaching station is six feet or more away from your students, you should still wear a face covering.)
4. Always wear your facial covering when interacting with anyone from the public including parents. They are asked to do the same.

#### You may remove your facial covering:

1. Once you are in your workspace which the public or students cannot easily be within six feet of you. (Please use your judgement here and talk to your colleagues if you share areas.)
2. Once you are in a meeting in which everyone can be distanced beyond six feet. (Again, this should be discussed as not everyone is comfortable with this guidance from CDPH. We attend many meetings in which we are well distanced but still wear facial coverings as a courtesy or at the request of some attendees.) (To be clear, and this is our rule, not CDPH, this does not apply to students in the classroom. All students and teachers are to wear facial coverings in the classroom regardless of distance.)
3. When you are eating or drinking. (This includes students while outside or indoors in distanced situations.)
4. When conducting strenuous physical activity. (This mainly pertains to students while in PE and properly distanced, but can apply to staff as well on specific duties.)

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

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

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

## Engineering controls

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

The following measures are in place especially in areas where physical distancing is not maintained:

1. All school offices have plexiglass dividers
2. All classroom desks have three-sided Plexiglass dividers
3. All cafeteria tables have two-sided Plexiglass dividers
4. Office furniture, teacher and student desks are specially arranged and distanced
5. Staff will make it a practice to respect physical distancing – this includes during break and lunchtimes
6. Staff and students will carry their own pen etc...instead of borrowing from others

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

HVAC contain standard MERV 13 filters

Maintenance

1. Maintenance services all district air filters three times per year.
2. Filters were upgraded from a MERV 8 to a MERV 11 (any further filtration will reduce flow. CDC consideration for filters was to increase filtration as much as possible without restricting flow)
3. All HVAC units bring in a minimum of 10% outside air.
4. Every work order placed is read, reviewed, and assigned by the Director of MOT.

Custodial Daily Disinfected Areas (Use of Disinfecting Foggers\*)

1. Desks
2. Door handles and areas frequently touched on the door
3. Light switches
4. Brim on exterior trashcans
5. High touch surfaces
6. All restrooms thoroughly disinfected daily. Student restrooms are checked, at minimum, after break and lunch and any deficiency corrected.

\*See disinfecting fogger schedule. Fogging schedule is a minimum.

General Custodial information:

1. The same disinfectant is used in both the foggers and spray bottles.
2. Disinfectant used is "Sanitizer/Quat solution." We mix the disinfectant at a rate of 4 oz. per gallon. This rate is the suggested rate for both food areas and medical establishments.
3. Hand sanitizer stations are mounted in each classroom and checked daily. As needed, replenish hand sanitizer and/or cleaning supplies.
4. Custodians are to report any deficiency daily to Maintenance.
5. Days outside of the 180 schools day may differ from the set schedule above.

Protocol: Teachers will contact the office and/or campus safety when they are out of any cleaning supplies.

## **Cleaning and disinfecting**

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

### **Cleaning and Disinfection Measures:**

1. In addition to daily cleaning and disinfecting from custodial staff, everyone should clean and disinfect frequently touched surfaces regularly. This includes desks, tables, doorknobs, light switches, countertops, handles, phones, keyboards, faucets, and sinks.
2. If surfaces are dirty, staff will clean them. Use detergent or soap and water prior to disinfection.
3. Disinfecting solution and towels will be in every classroom, office, and common areas. Both students and staff should take precautions to wipe their areas down after use.
4. Wipe down your workspace regularly –at least upon arrival/departure daily (after you have completed the Antimicrobial Pesticides training via the Safe Schools portal)
5. Do not bring cleaning products and/or disinfectants into the workplaces that have not been approved.
6. If you are in a private setting and do not have on your cloth face covering, remember to cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
7. Throw used tissues in the trash.
8. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer the that contains at least 60% alcohol.

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

### **Staff or Student Becomes Sick**

Staff and students should not come to school until they have been cleared to do so by their healthcare provider. If a family member tests positive for COVID-19, the staff or student member may return to school after being tested negative for COVID-19 and after the family member is no longer showing symptoms to self-screen daily. If they exhibit symptoms, they need to stay home and schedule an appointment with their health provider to determine the need for testing.

### **Staff and Student Screening:**

1. Staff will be instructed to self-monitor for symptoms and fill out a daily COVID check survey monitored by the site nurse.
2. Students will be screened for temperature as they enter school grounds (thermal scanner), and will be asked to respond to a verbal survey from the adult at the school entrance. Staff and students exhibiting symptoms will be referred to the nurse.
3. Staff and students will be instructed that they are to stay home if they feel sick, have experienced any of the symptoms listed within the past 24 hours, or if they have had close contact (within 6 feet for 15 minutes or more) with anyone suspected or known to have COVID-19.
4. Staff and students will remain at home until medical clearance depending on symptoms and/or severity.

### **Student Screening:**

1. Parents will be instructed to monitor students daily monitoring for symptoms of illness, but not limited to those listed, with a daily temperature check if feasible, and whether anyone in their home has had COVID-19 symptoms or a positive test.
2. Visual wellness checks will be conducted on each student as they enter school grounds, including:
  - a. A visual and/or verbal symptom check and temperature check with a thermal scanner.

- b. Students exhibiting symptoms must use a face covering (if medically permitted and not already in use) and be separated to wait in an isolation area until able to be transported home.
- c. Attendance policies will be modified as not to penalize students and families for missing school due to illness.
- 3. Students will be actively encouraged if they are sick or have had close contact with someone with COVID-19 to stay home. The CDC also offers this Self-Checker to aid in this decision.
- 4. Students will remain at home until medical clearance depending on symptoms and/or severity.

**CUSD Response - Confirmed or Suspected COVID-19 Case**

CUSD will consult with the Kings County Public Health Department to ensure mitigation practices and response protocols are aligned with current expectations as information about the COVID-19 virus continues to evolve.

**Confirmed COVID-19 Case**

The CDC recommends that persons directly exposed to an individual who has tested positive or been diagnosed with COVID-19 should self-quarantine for ten days (see table below).

<b>CUSD COVID-19 Exposure, Illness, and Quarantine</b>			
<p><b>PERSON A</b></p> <p><b>Any person who has tested positive for COVID-19.</b></p> <p><b>Confirmed with lab result.</b></p> <p><b>With Symptoms:</b> Isolation until the following requirements have been met:</p> <ul style="list-style-type: none"> <li>✓ 10 days since symptoms first appeared and</li> <li>✓ 72 hours* (3 days) with no fever (without the use of fever-reducing medicine) and</li> <li>✓ Symptoms (see Wellness Screening form) (focus on respiratory symptom improvement) have improved</li> </ul> <p><small>*The 72 hours without fever may possibly occur within the 10 days of isolation, or after the 10 days</small></p> <p><b>Without symptoms (Asymptomatic):</b> Isolate for 10 days from test date:</p> <ul style="list-style-type: none"> <li>✓ Monitor self for symptoms, take temperature twice a day</li> <li>✓ Released from isolation after 10 days have passed as long as no symptoms have been present</li> <li>✓ If symptoms develop during this time, isolation guidelines for symptomatic patients must be followed</li> </ul>	<p><b>PERSON B</b></p> <p><b>Any person who lives in the same household with Person A.</b></p> <p><b>NO Symptoms:</b></p> <ul style="list-style-type: none"> <li>✓ Quarantine for 10 days following date of last exposure including complete separation from the person in your house with COVID-19. This means no contact, no time together in the same room, and no sharing of any spaces, such as same bathroom or bedroom</li> <li>✓ Quarantine to continue for an additional 10 days after Person A completes isolation if unable to avoid exposure to Person A</li> </ul>	<p><b>PERSON C</b></p> <p><b>Any person with close contact to Person A. (&gt; 15 min, &lt; 6 feet)</b></p> <p><b>Quarantine Immediately for 10 days following date of last exposure</b></p> <ul style="list-style-type: none"> <li>✓ Contact the Public Health Department (559) 584-1401 or your healthcare provider</li> <li>✓ Monitor self for symptoms, take temperature twice a day</li> <li>✓ Notify primary Care Provider if symptoms develop</li> <li>✓ Isolate from others including other people in household to the greatest extent possible – check CDPD for detailed guidance</li> </ul>	<p><b>PERSON D</b></p> <p><b>Any person who had exposure to Person B or C prior to quarantine.</b></p> <p><b>Continue to monitor for symptoms, No other action required unless:</b> Person B develops symptoms OR tests positive and Person D had contact with within 10 days (timeline starts 2 days before Person B developed symptoms) <b>then:</b></p> <ul style="list-style-type: none"> <li>✓ Contact Primary Care Provider to see about testing</li> <li>✓ Contact Health Services with questions regarding the timing and exposure</li> <li>✓ Clear on daily self-health screening tool</li> </ul>
<p><b>Recovered and Released</b></p>			
<p>In all cases, please inform Rebecca Moreno in HR at <a href="mailto:rebeccamoreno@corcoranunified.com">rebeccamoreno@corcoranunified.com</a> or (559) 992-8888 ext. 1225</p> <p>Kings County Public Health Department (559) 584-1401 <a href="https://www.countofkings.com/departments/health-welfare/public-health/coronavirus-disease-2019-covid-19">https://www.countofkings.com/departments/health-welfare/public-health/coronavirus-disease-2019-covid-19</a></p> <p>Healthwise Medical Clinic 740 Irwin St. Hanford (559) 272-9551 Open M-F 8:30 am – 5:30 pm (closed 1-2 daily)</p>			
<p><b>Isolation</b> separates infected people with a contagious disease from people who are not sick.</p> <p><b>Quarantine</b> separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.</p> <p><b>Close Contact</b> within 6 feet of a person for at least 15 minutes, unmasked – starting from 48 hours before the person began feeling sick.</p>			

## **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:

### **Personal Protective Equipment (PPE)**

CUSD recognizes that engineering and administrative controls are considered effective in minimizing exposure to COVID-19 but PPE may also need to be considered to prevent certain exposures. The correct use of PPE can help prevent some exposures, but it should not take the place of other prevention strategies. Examples of PPE include gloves, goggles, face shields, smocks, and face coverings. During an outbreak of infectious diseases, such as COVID-19, recommendations for PPE specific to job tasks will be considered and may change depending on the updated risk assessments for our employees and information on PPE effectiveness in preventing the spread of COVID-19.

### **Identification of High Traffic – High Touch Common Areas**

1. CUSD recognizes that high traffic – high touch common areas in the workplace need cleaning and disinfecting to limit the spread of the COVID-19 virus.
2. CUSD will assign personnel and establish routine schedules to clean and disinfect common surfaces and objects in the workplace. This includes, but is not limited to, classroom technology devices, containers, counters, tables, desks, chairs, benches, door handles, knobs, drinking fountains, refrigerators, bathroom surfaces, and trash cans.

The disinfecting process includes providing disinfecting product, that are EPA approved for use against the virus that causes COVID-19 and following the manufacturer's instructions for all cleaning and disinfection products (e.g., safety requirements, PPE, concentration, contact time.) In addition, all staff with access to such products will participate in specially designated training on the safe use of the product.

Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

## **Hand sanitizing**

In order to implement effective hand sanitizing procedures, we:

### **Wash Hands Often**

1. With soap and water for at least 20 seconds especially after you have been used the restroom or after blowing your nose, coughing or sneezing.
2. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surface of your hands and rub them together until they feel dry.
3. Avoid touching your eyes, nose and mouth with unwashed hands.
4. Encourage and remind everyone to wash or sanitize their hands often.
5. Hand washing posters at all washbasins, individual hand sanitizer for work stations, hand sanitizer at building entrances and other strategic locations, and antimicrobial sanitizing solution available for employees, who have been trained, to use on workstations and common areas throughout the workday.

6. Routinely sanitizing high-touch surfaces throughout the day by trained employees to supplement the thorough sanitization done by maintenance staff.
7. Wash upon arrival at work and prior to leaving (check out hand sanitizer for your work station from the department head).
8. Notify maintenance or their supervisor if any washing facilities do not have an adequate supply of suitable cleansing agents, water and single-use towels or blowers.
9. Wipe down your work space regularly –at least upon arrival/departure daily (after you have completed the Antimicrobial Pesticides training via the Safe Schools portal).
10. Do not bring cleaning products and/or disinfectants into the workplaces that have not been approved.

### **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. [reference section 3205(c)(E) for details on required respirator and eye protection use.]

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.

CUSD recognizes that engineering and administrative controls are considered effective in minimizing exposure to COVID-19 but PPE may also need to be considered to prevent certain exposures. The correct use of PPE can help prevent some exposures, but it should not take the place of other prevention strategies. Examples of PPE include gloves, goggles, face shields, smocks, and face coverings. During an outbreak of an infectious diseases, such as COVID-19, recommendations for PPE specific to job tasks will be considered and may change depending on the updated risk assessments for our employees and information on PPE effectiveness in preventing the spread of COVID-19.

### **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:

#### **ACCIDENT/EXPOSURE INVESTIGATIONS**

Procedures for investigating workplace accidents and hazardous substance exposures include:

1. Interviewing injured workers and witnesses;
2. Examining the workplace for factors associated with the accident/exposure;
3. Determining the cause of the accident/exposure;
4. Taking corrective action to prevent the accident/exposure from reoccurring; and
5. Recording the findings and actions taken.

#### **Accident/Exposure Investigation**

Maintain a procedure to investigate occupational injuries and illnesses.



## ACCIDENT INVESTIGATIONS AND REPORTS

It is the policy of Corcoran Unified School District to carry out a thorough program for accident investigations. Supervisory personnel will be primarily responsible for making an investigation of all accidents in their areas of responsibility. Accidents involving fire, the Director of MOT and the Human Resources Manager will investigate death, serious injury or extensive property damage.

The accident investigation program's primary goal is to prevent future similar accidents through the use of knowledge derived from the investigation. Additionally, the investigation will be used to prepare reports required by Federal and State laws the Workers' Compensation Insurance Carrier. These reports are critical in establishing the Company's and the Supervisor's liability under the law. The Corcoran Unified School District worker's compensation program is self-insured and partially self-administered. Claim management is handled with District designated staff's combined efforts and Kings County Self-Insured Schools (KCSIS).

## 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:

- Who employees should report COVID-19 symptoms and possible hazards to, and how:

Communication between employees and CUSD on matters relating to COVID-19 is imperative. All communications will be carefully considered to provide for employee confidentiality to the extent possible. Communication will be conducted via email, US mail, postings, employee training, staff meetings, the CUSD website and social media feeds and/or via in person discussions.

1. All CUSD employees should immediately report any concerns regarding COVID-19 mitigation practices or possible COVID-19 exposure in the workplace to their supervisor and/or human resources.
2. Supervisors who require additional guidance or assistance should contact the Human Resources Department.

## COMMUNICATION

All managers and supervisors are responsible for communicating with all workers about occupational safety and health in a form readily understandable by all workers. Our communication system encourages all workers to inform their managers and supervisors about workplace hazards without fear of reprisal.

Our communication system includes one or more of the following checked items:

1. New worker orientation including a discussion of safety and health policies and procedures.
2. Review of our IIP Program.
3. Regularly Scheduled Safety Meetings.
4. Posted or distributed safety information.
5. A system for workers to anonymously inform management about workplace hazards.

- That 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.
- Where testing is not required, how employees can access COVID-19 testing:



County testing centers weekly in Corcoran, County locations, County Health Department or refer to their family physician.

- 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.

Stakeholders will be apprised of outbreak as per AB 685. If testing is required, testing accommodations will be made during working hours and testing performed in partnership with local medical care providers at no cost to the employee or student.

- 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.

All areas of District communication include but are not limited for use of communicating outbreak, policies, controls and prevention: email, letters, newsletters, texting, phone calls, etc.

### 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.

CUSD will provide training in the general description of COVID-19, symptoms, when to seek medical attention, how to prevent its spread, and the employer's procedures for preventing its spread at the workplace. The training may include reviewing written documentation, online video trainings and/or acknowledge receipt of the CUSD's COVID-19 Injury and Illness Prevention Program addendum. This plan will be continually reviewed, adjusted, and updated to reflect and align with the most current information and guidelines available. The most recent and up to date version can be found on the CUSD website -[www.corcoranunified.com](http://www.corcoranunified.com) under Human Resources.

## TRAINING AND INSTRUCTION

All workers, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction are provided:

1. When the IIP Program is first established;
2. To all new workers, except for construction workers who are provided training through a construction industry occupational safety and health training program approved by Cal/OSHA;
3. To all workers given new job assignments for which training has not previously provided;
4. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
5. Whenever the employer is made aware of a new or previously unrecognized hazard;
6. To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed; and
7. To all workers with respect to hazards specific to each employee's job assignment.

General workplace safety and health practices include, but are not limited to, the following:

1. Implementation and maintenance of the IIP Program.
2. Emergency action and fire prevention plan.
3. Provisions for medical services and first aid including emergency procedures.
4. Prevention of musculoskeletal disorders, including proper lifting techniques.
5. Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills.
6. Prohibiting horseplay, scuffling, or other acts that tend to influence safety adversely.
7. Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment and electrical panels.
8. Proper reporting of hazards and accidents to supervisors.
9. Hazard communication, including worker awareness of potential chemical hazards, and proper labeling of containers.
10. Proper storage and handling of toxic and hazardous substances including prohibiting eating or storing food and beverages in areas where they can become contaminated.

**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. This will be accomplished by

CUSD Response - Confirmed or Suspected COVID-19 Case

CUSD will consult with the Kings County Public Health Department to ensure mitigation practices and response protocols are aligned with current expectations as information about the COVID-19 virus continues to evolve.

### Confirmed COVID-19 Case

1. The CDC recommends that persons directly exposed to an individual who has tested positive or been diagnosed with COVID-19 should self-quarantine for ten days.
2. Seek medical care from your healthcare provider in accordance with CDC and County Guidelines.
3. Alert the school health office as quickly as possible to ensure the student can be provided with resources to get started on Short Term Independent Study. Staff members can be accommodated with the proper leave policy and directives.
4. Staff and students should not come to school until their healthcare provider has cleared them to do so. If a family member tests positive for COVID-19, the staff or student member may return to school after being tested negative for COVID-19 and after the family member is no longer showing symptoms.

If a student becomes sick while at school or begins to exhibit any symptoms:

1. Face covering will be worn immediately (While remaining distanced, ask for a mask from a staff member's mask if a student does not have one).
  2. Student will be sent directly to the designated health care area to be:
    - a. Evaluated by Nurse or Healthcare Assistant
    - b. Asked whom they have been in close physical contact (shared food or beverage, held hands, hugged, etc.
    - c. Kept in isolation area until a parent/guardian can pick up
    - d. Asked to remain home until test results either clear the student to return or confirm a positive case
    - e. Students sent home for exhibiting symptoms or awaiting test results will be provided Distance Learning opportunities while they are out. Health staff will monitor only students in close physical contact with any student who tests positive or exhibited systems.
- does not constitute close contact.

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).

Guidance for the CPP calls for addressing: Authority and Responsibility, Identification and Evaluation of COVID-19 Hazards, Correction of COVID-19 Hazards, Control of COVID-19 Hazards (Masks, Distancing, cleaning, etc.), System for Communicating, Training and Instruction, Exclusion of COVID-19 Cases (Quarantine), Reporting, Record-keeping, and Access, and Return-to-Work Criteria. These items are covered in detail within our Reopening Plan, Reopening Compendium, and Illness & Injury Prevention Plan in the first three sections of this document. This section includes some additional summary language for the components to be included in the CPP. It consists of a sample notification to staff when there has been a confirmed COVID-19 case at their worksite.

- 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.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

Our Health Director or the Human Resources Manager reports all COVID cases to the County Health Department. HR also keeps records. The District Health Plan is posted on the CUSD website, and the attached Appendix "C" is used and updated to reflect the record and tracking of all COVID 19 cases.

**RECORD-KEEPING**

We have checked one of the following categories as our record-keeping policy.

**CATEGORY**

1. Our establishment has twenty or more workers or has a workers' compensation experience modification rate of greater than 1.1 and is not on a designated low hazard industry list. We have taken the following steps to implement and maintain our IIP Program:
  2. Records of hazard assessment inspections, including the person(s) conducting the inspection, the unsafe conditions and work practices that have been identified, and the action is taken to correct the identified unsafe conditions and work practices, are recorded on a hazard assessment and correction form; and
  3. Documentation of safety and health training for each worker, including the worker's name or other identifier, training dates, type(s) training, and training providers, is recorded on a worker training and instruction form.

Inspection records and training documentation will be maintained according to the following checked schedule:

- a. For one year, except for training records of employees who have worked for less than one year which are provided to the employee upon termination of employment

**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.

Rebecca Moreno  
Human Resources Manager



Signature

1/22/2021  
Date

## Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

**Person Conducting the Evaluation:**

**Date:**

**Name(s) of Employees and Authorized Employee Representative that Participated:**

<b>Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards</b>	<b>Places and times</b>	<b>Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers</b>	<b>Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation</b>

## Appendix B: COVID-19 Inspections

Date:

Name of Person Conducting the Inspection:

Work Location Evaluated:

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/Partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Administrative</b>			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>PPE (not shared, available and being worn)</b>			
Face coverings (cleaned sufficiently often)			
Face shields/goggles			
Respiratory protection			

**Appendix C: Investigating COVID-19 Cases**

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

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

**Date:**

**Name of Person Conducting the Investigation:**

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

<b>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):</b>	
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<b>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:</b>			
<b>All employees who may have had COVID-19 exposure and their authorized representatives.</b>	<b>Date:</b>		
	<b>Names of employees that were notified:</b>		
<b>Independent contractors and other employers present at the workplace during the high-risk exposure period.</b>	<b>Date:</b>		
	<b>Names of individuals that were notified:</b>		
<b>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</b>		<b>What could be done to reduce exposure to COVID-19?</b>	
<b>Was local health department notified?</b>		<b>Date:</b>	

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



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

**Date:**

**Name of Person Conducting the Training:**

Employee Name	Signature

## **Additional Consideration #1**

### **Multiple COVID-19 Infections and COVID-19 Outbreaks**

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

#### **COVID-19 testing**

- We will provide 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.

**Notifications to the local health department**

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

## **Additional Consideration #2**

### **Major COVID-19 Outbreaks**

This section 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**.