



# **Adelanto Elementary School District**

# **COVID-19 Prevention Program**

(Rev 1/15/2021)

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

**Authority and Responsibility**

**The Director of Risk Management** 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.
- AESD has instituted the use of Human Resources in order to receive and track potential exposure incidents among students.
- AESD has maintained communication with Public Health.
- AESD will place self-service, contactless, temperature kiosks in high traffic areas.
- AESD has posted all relevant signage in and around high-traffic areas including the most recent mask-mandate signage.
- AESD is establishing testing for employees.

## **Employee participation**

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

➔ AESD employees and their representatives may participate in COVID-19 identification and evaluation in the following ways:

1. Personal Screening
  - Daily Check
  - Self-Service, contactless, temperature kiosks
2. District Involvement
  - COVID-19 Task Force
  - Safe-Reopening Task Force
  - Reporting through Human Resources
  - Increased sanitizing has been on-going since the end of March 2020 as well as on-going education regarding the use and increased use of disinfectants among those relevant departments (i.e. Facilities: Custodial)
3. Community Involvement
  - Adherence to mask mandate.
  - Flexible work in-person and work from home schedules.
  - Use of directional signage.
  - Relevant social distancing markers have been placed throughout AESD's campuses.

## Employee screening

AESD has encouraged the following forms of screening for COVID-19 among our employees:

<b>ADELANTO ELEMENTARY SCHOOL DISTRICT COVID-19 SCREENING</b>		
<b>PLEASE READ EACH QUESTION CAREFULLY</b>		
In the past 72 hours, have you had a fever greater than 100.4 degrees?	<b>YES</b>	<b>NO</b>
Have you experienced <u>any</u> of the following symptoms in the past 48 hours: <ul style="list-style-type: none"> <li>• Fever or Chills</li> <li>• Cough</li> <li>• Shortness of Breath or Difficulty Breathing</li> <li>• Fatigue</li> <li>• Muscle or Body Aches</li> <li>• Headache</li> <li>• New Loss of Taste or Smell</li> <li>• Sore Throat</li> <li>• Congestion or Runny Nose</li> <li>• Nausea or Vomiting</li> <li>• Diarrhea</li> </ul>	<b>YES</b>	<b>NO</b>
Within the past 14 days, have you been in close physical contact (6 feet or closer for a cumulative total of 15 minutes over a 24 hour period) with: <ul style="list-style-type: none"> <li>• Anyone known to have laboratory-confirmed COVID-19?</li> <li style="padding-left: 20px;">OR</li> <li>• Anyone who has any symptoms consistent with COVID-19 (SEE ABOVE)?</li> </ul>	<b>YES</b>	<b>NO</b>
Within the past 14 days, have you or someone in your home been notified that they may have been exposed to COVID-19?	<b>YES</b>	<b>NO</b>
Within the past 14 days, have you or someone in your home tested positive for COVID-19?	<b>YES</b>	<b>NO</b>
Are you or is someone in your home currently waiting on the results of a COVID-19 test?	<b>YES</b>	<b>NO</b>
In the past 30 days, have you traveled outside of California to another U.S. State or Country?	<b>YES</b>	<b>NO</b>
<b>Did you answer <u>NO</u> to <u>ALL</u> QUESTIONS?</b>	<b>Access to AESD facilities APPROVED.</b>	
<b>Did you answer <u>YES</u> to <u>ANY</u> QUESTION?</b>	<b>Access to AESD facilities NOT APPROVED.</b>	

## 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:

- ➔ These are the instructions outlined for employees who believe they have been exposed to COVID-19 or who failed to gain access to AESD facilities based on the screening questions:

## THE SCREENING YOU COMPLETED INDICATES YOU MAY BE AT INCREASED RISK FOR COVID-19

IF YOU ARE NOT FEELING WELL, WE HOPE YOU FEEL BETTER SOON!

Here are instructions for what to do next



Avoid contact with others and go straight home, immediately



Contact Sandra Bostick, Personnel Specialist at: (760) 246-8691 ext. 10242 (442) 229-4695 (mobile) [sandra\\_bostick@aesd.net](mailto:sandra_bostick@aesd.net)



Call your primary care provider or the San Bernadino Department of Public Health for further instructions (909) 387-3911, including information about COVID-19 testing.

Before going to a healthcare facility, please call and let them know that you may have an increased risk for COVID-19.

In case of a life-threatening medical emergency, dial 911 immediately!

## RETURNING TO WORK



If you have symptoms consistent with COVID-19 or have tested positive for COVID-19, **DO NOT** physically return to work until you get a medical evaluation and/or you meet the CDPH guidelines for returning to work.



If you have been in close contact with someone with COVID-19 you should stay home and self-quarantine for 14 days before returning to work



If you or someone in your home are awaiting test results, you should stay home until the results are confirmed. Report test results to Sandra Bostick in Human Resources.



**ALL EMPLOYEES MUST BE CLEARED BY HUMAN RESOURCES PRIOR TO PHYSICALLY RETURNING TO WORK**

## Control of COVID-19 Hazards

### Physical Distancing

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

- Eliminating the need for workers to be in the workplace – e.g., telework or other remote work arrangements.
  - ➔ AESD administration has maintained since March 2020 that some employees are allowed flexible in-person and at-home work schedules.
  - ➔ At-home and/or telework accommodations have been made in order to encourage and assist employees to work from home successfully. These measures include:
    - Flexible and adaptable schedules.
    - Curb-side delivery of some computer equipment.
    - Wide-spread use of Zoom, Microsoft Teams and other VOIP software in order facility meetings without being in-person.
- Reducing the number of persons in an area at one time, including visitors.
  - ➔ AESD has worked to maintain physical distancing mandates for faculty, staff and visitors. These measures include:
    - Tape, markings and signage to properly limit and space those who must be present in the same area.
    - Capacity markers on all “common” areas such as restrooms.
    - “Open/Closed” markers to restrict the use of unneeded spaces.
    - “Closers” of spaces with possible exposure i.e. break rooms and common areas, cafeterias and lounge areas.
- Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.
  - ➔ AESD implemented and continues to add relevant and understandable signage for the purposes of communicating any and all relevant requirements, mandates, information and safety-needs toward the prevention of COVID-19.
- Staggered arrival, departure, work, and break times.
  - ➔ AESD has maintained since March 2020 that employees can work with their supervisors to find the safest and most efficient means to scheduling work at-home and in-person.
- Reference section 3205(c)(6) for details]
  - ➔ In adherence to 3205(c)(6) AESD has not allowed employees to work within a six feet radius of one another or while interacting with students. AESD has also continued to provide face-coverings, floor markings and sanitizing materials and equipment in order to reduce the risk of exposure in the event that employees accidentally or intentionally work nearer than six feet to one another. These

expectations have been posted and communicated repeatedly and will continue to be included in training and communication topics moving forward.



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.

**All AESD employees have access to safety equipment, sanitizing material and equipment through their work location and/or by placing an order through the warehouse. Employees can request new, undamaged and clean face coverings (both one-time-use and reusable cloth) by selecting those options in the request form. The requested materials are delivered to their work-space on-campus.**

**Replacements for all safety and sanitizing materials and equipment including face coverings can be requested through the same request form online, when they are needed. In the event an employee encounters a non-employee who is not wearing a face covering, employees can request the non-employee put on a face covering immediately. Likewise, the employee can offer one of their employer provided face coverings from their inventory, from a supervisor or from one of many departmental supplies around campus.**

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

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

### **Engineering controls**

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

- **Virtual hosting for: employee-to-employee meetings, classroom instruction (where feasible), student-employee interactions such as counseling, IEP's, etc.**
- **Face coverings**
- **Distancing markers**
- **Reduced staffing**
- **Increased ventilation**
- **Remote work spaces**
- **Alternating in-person work schedules**

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

- ➔ **AESD employees are not required to work within six-feet of each other indoors.**

### **Cleaning and disinfecting**

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

- ➔ **Sanitizing systems and processes have been and continue to be evaluated. Thus far changes implemented in order to reduce the risk of exposure due to surface contact of COVID-19 include:**
  - **Increased custodial staffing**
  - **Increased custodial presence in areas with in-person employees**
  - **More frequent surface sanitizing in areas with in-person employees**
  - **Increased access to sanitizing materials i.e. hand sanitizer and E23 disinfectant.**
  - **Use of CARES funds to purchase cleaning and disinfecting materials and equipment as needed.**

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

- ➔ **In the event of a COVID-19 case in the workplace AESD will implement professional and extensive sanitization and disinfection.**
- ➔ **AESD employees will be restricted from the office, building, space in which COVID-19 has been confirmed for a minimum of 24 hours, up to 96 hours.**

### **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

- ➔ **AESD employees are issued office equipment and tools individually and are not expected to share such equipment with other employees.**
- ➔ **AESD employees issued equipment that is shared among employees are also issued work-gloves, latex or vinyl gloves as well as sanitizing wipes, hand sanitizer and other disinfectants used to sanitize shared equipment between uses.**

### **Hand sanitizing**

In order to implement effective hand sanitizing procedures, we:

- ➔ **AESD Custodial staff have closed non-essential drinking fountains and wash stations as well as marked those in use with signage that communicates that they are sanitized frequently.**
- ➔ **AESD Maintenance and Facilities Department determined that more hand sanitizing stations were required and installed both free-standing and wall mounted hand sanitizing stations for employee use.**
- ➔ **AESD Facilities, Custodial and Warehouse regularly respond to requests for individual hand sanitizer bottles and replace empty bottles regularly.**
  - **Requests are processed verbally and via online through the request form.**
- ➔ **AESD employees are encouraged and reminded to frequent wash their hands and allowed the time needed to do so.**
- ➔ **AESD employees have access to sanitizer that is free from methanol.**
- ➔ **AESD signage advises employees to wash hands for 20 seconds.**

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

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

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

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. [Delete if not applicable to your workplace.]

### **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:

- ➔ **AESD employees can receive COVID-19 testing at no cost during their work hours through any local COVID-19 testing clinic.**

### **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:

- ➔ **AESD employees can report COVID-19 symptoms and possible hazards in the following ways:**

- **Verbally or email their immediate supervisor.**
- **Email: [Sandra Bostick@aesd.net](mailto:Sandra.Bostick@aesd.net) and [Andrea Credille@aesd.net](mailto:Andrea.Credille@aesd.net)**
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.

### **Training and Instruction**

We will provide effective training and instruction through our Online Training Portal **Target Solutions** that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
  - COVID-19 is an infectious disease that can be spread through the air.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of facecoverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.

- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

**➔ AESD continues to provide monthly safety training including specific newsletters regarding housekeeping, sanitizing and disinfecting as well as reminders and updates related to COVID-19.**

### **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.
- 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.
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## **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.
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**Approved on 1-5-2020 by**

*Andrea D. Credille*

**Andrea Credille  
Assistant Superintendent of Human Resources**



## Appendix B: COVID-19 Inspections

Date: **[enter date]**

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

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

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
<b>[add any additional controls your workplace is using]</b>			
<b>[add any additional controls your workplace is using]</b>			
<b>Administrative</b>			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
<b>[add any additional controls your workplace is using]</b>			
<b>[add any additional controls your workplace is using]</b>			
<b>PPE (not shared, available and being worn)</b>			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			

## Appendix C: Investigating COVID-19 Cases

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

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

**Date:** [enter date]

**Name of person conducting the investigation:** [enter name(s)]

<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>	

**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>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:** [enter date]

**Person that conducted the training:** [enter name(s)]

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.
  - [describe other applicable controls].

#### **Notifications to the local health department**

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

## **Additional Consideration #2**

### **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**.

## **Additional Consideration #3**

### **COVID-19 Prevention in Transportation to and from School**

#### **Physical distancing and face coverings**

We will ensure that the:

- Physical distancing and face covering requirements of our CPP **Physical Distancing and Face Coverings** are followed for employees waiting for transportation.
- Vehicle operator and any passengers are separated by at least three feet in all directions during the operation of the vehicle, regardless of the vehicle's normal capacity. Vehicle operator and any passengers are provided and wear a face covering in the vehicle as required by our CPP **Face Coverings**.

#### **Screening**

We will develop, implement, and maintain effective procedures for screening and excluding drivers and riders with COVID-19 symptoms prior to boarding shared transportation.

#### **Cleaning and disinfecting**

We will ensure that:

- All high-contact surfaces (door handles, seatbelt buckles, armrests, etc.) used by passengers are cleaned and disinfected before each trip.
- All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles and shifter, are cleaned and disinfected between different drivers.
- We provide sanitizing materials, training on how to use them properly, and ensure they are kept in adequate supply.

#### **Ventilation**

We will ensure that vehicle windows are kept open, and the ventilation system set to maximize outdoor air and not set to recirculate air. Windows do not have to be kept open if one or more of the following conditions exist:

- The vehicle has functioning air conditioning in use and the outside temperature is greater than 90 degrees Fahrenheit.
- The vehicle has functioning heating in use and the outside temperature is less than 60 degrees Fahrenheit.
- Protection is needed from weather conditions, such as rain or snow.
- The vehicle has a cabin air filter in use and the U.S. EPA Air Quality Index for any pollutant is greater than 100.

#### **Hand hygiene**

We will provide hand sanitizer in each vehicle and ensure that all drivers and riders sanitize their hands before entering and exiting the vehicle. Hand sanitizers with methyl alcohol are prohibited.