



COVID-19 Prevention Program (CPP) for PS1 Pluralistic School

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

Date: 1/21/2021

Authority and Responsibility

TJ Harney, Director of Finance and Operations (DFO), 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.

Employee participation

Employees are encouraged to participate in the identification and evaluation of COVID-19 hazards by emailing the Coronavirus Task Force (CVTF) at cvirustaskforce@psone.org of any potential COVID-19 related hazards. This process is encouraged to maintain safety protocols and healthy conditions for all employees.

Employee screening

All PS1 employees will need to email their COVID-19 test results with a screenshot or copy of the report to Ani Zeneian every 2 weeks. PS1 will provide onsite testing as an option for employees at no cost.

PS1 employees should report any COVID-19 symptoms, possible COVID-19 exposures, and possible COVID-19 hazards to the Coronavirus Task Force (CVTF) at cvirustaskforce@psone.org. In the event of a positive result, the employee will need to isolate for the required amount of days per the LADPH protocols. Employees will receive guidance on home isolation or home quarantine from PS1 and all required correspondence will be sent to necessary individuals.

To minimize educational disruption, the School may cross-train employees so that more than one employee is familiar with essential job duties. Employees may be trained and assigned to assist in a variety of positions, if needed. For this reason, all teachers must maintain up-to-date lesson plans at all times.

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:

The DFO or a delegated member of the Coronavirus Task Force (CVTF) will evaluate the hazard and either take immediate corrective action or discuss with the CVTF on ways to correct the COVID-19 hazard. If the hazard involves a person or potentially putting a person at-risk of a hazard then it will be handled immediately. All other items will be discussed by the CVTF for further action.

After the hazard has been identified and corrected, a member of the CVTF will communicate the change to the PS1 staff or the entire community, if necessary.

Control of COVID-19 Hazards

Physical Distancing

We ensure at least six feet of physical distancing at all times in our workplace by:

All employee workstations or areas used by employees that are working as part of a team will allow for at least six feet of separation according to California Code of Regulations section [3205\(c\)\(6\)](#). Classroom furniture has been arranged to permit a distance of at least six feet between the teacher's workstation and the nearest student(s).

Employees will be assigned designated restrooms and breaks, as appropriate, to promote physical distancing. If an employee needs to use the restroom beyond their designated restroom break, they may do so, but must ensure they follow physical distancing and cleaning/disinfecting protocols.

Employees are required to abide by the posted signage throughout the campus, including but not limited to temperature checks, health screening, requiring face coverings, maintaining 6 feet for physical distancing, maximum room capacity, maximum elevator capacity and hand washing.

Employees are expected to enforce the School's physical distancing strategies and shall take measures to decrease students congregating in any one location. For example, employees may require students to stay in an assigned section of the school yard or playground as opposed to mingling with other classes. The School will also schedule student restroom breaks to avoid overcrowding. There is a maximum occupancy of 1 student per restroom at one time.

Staff and faculty should develop instructions for appropriate physically distanced outdoor activities that are easy for students to understand and are developmentally appropriate. Physical education and athletics will be limited to activities that do not involve physical contact with other students. Classroom cohorts are limited to no more than 14 students per class and 2 adults.

Physical distancing is key to preventing the spread of COVID-19. The School discourages anyone from gathering off campus, or creating situations where there are any large group gatherings.

In some circumstances telecommuting may be available in order to limit capacity on campus. Not all positions may be eligible to telecommute; the Head of School considers requests for telecommuting on a case-by-case basis. Employees wishing to work from home must submit a request with a medical note to the Head of School, and if the request is granted, the supervisor will work with the employee to prepare a work plan.

Face Coverings

PS1 will provide 2 clean, undamaged face coverings to all employees at no cost and ensure they are properly worn by employees over the nose and mouth at all times excluding the exceptions listed below and where required by orders from the California Department of Public Health (CDPH) or local health department. Face shields can be provided on request. Face coverings and shields should be washed after each workday. Email the Director of Facilities to receive additional PPE. If a specific or special item is needed, please allow at least one week for those items to be ordered.

If an employee is not properly wearing their face covering while on campus, it is everyone's responsibility to remind that individual about the face covering protocols. Outside visitors are not allowed on campus at this time and no one is allowed on campus without a proper face covering.

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 with safety partitions and outside air supply to the area, if indoors, has been maximized to the extent possible.
- 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.

Engineering controls

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

Employees must wear all appropriate PPE, limit the time spent together to less than five minutes and maintain the farthest distance possible, if six feet is not allowable. PS1 recommends that employees should avoid these occasions as much as possible or find an alternative way to communicate such as zoom or a phone call. The school has restructured work spaces to allow 1 employee per classroom, office or temporary office area to minimize situations where anyone would be within six feet of another person for an extended period.

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

Weather permitting, teachers shall open windows and doors in indoor classrooms to increase ventilation, and if doing so does not pose a safety and health risk to children. If doing so poses a health or safety risk to persons in the classroom, the School will consider alternatives.

We have designated additional indoor and outdoor spaces which will be used as classroom space, such as outdoor canopies, the multi-purpose room (MPR) and community room. All School buildings and rooms will have maximum capacity limits consistent with implementing social distancing.

The School will maintain the ventilation systems, air filters, and HVAC systems and maximize the central air filtration for HVAC systems with a targeted filter rating of at least MERV 13.

Outdoor physical education or play activities will be staggered for different student groups, and limited to an assigned designated area of the campus. Students should maintain a distance of at least 6 feet from other students during physical education and athletic activities.

Staff and faculty will be expected to manage their student group within their assigned designated area of the campus during outdoor physical education or play activities, and will not be permitted to leave their designated area.

All outdoor equipment used by students will be cleaned and disinfected between uses.

The School will be suspending the use of drinking fountains and instead encouraging the use of reusable water bottles.

Cleaning and disinfecting

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

All high touch common areas used throughout the school will be cleaned and disinfected daily at 10:30am, 12:30pm, 3:30pm and evenings.

The School and each of its employees serve a critical role in promoting a safe and healthy school and workplace. To that end, the School will make cleaning and disinfectant products available to employees, train employees on the safe and correct use of cleaning and disinfectant products, and provide appropriate PPE so employees can carry out their individual responsibilities.

Employees must clean and disinfect all frequently-touched surfaces and objects the employee comes into contact with after the employee touches the surface or object, including, but not limited to, office workspaces, breakrooms, classrooms, copy rooms, restrooms, and communal areas.

Classroom teachers must clean and disinfect frequently-touched surfaces and objects in the classroom between student use, including, but not limited to, desks and tables, chairs and other seating, computers and keyboards, doorknobs, light switches, and any other surface or object in the classroom touched or used by students.

Classroom teachers must avoid the sharing of objects, supplies, and equipment, such as toys, games, art supplies, electronic devices, and books, between students to the extent practicable. When certain objects, supplies, or equipment must be shared between students, classroom teachers must clean and disinfect those items between uses.

Classroom teachers must remind students to keep their personal belongings separate, to not share their personal belongings with other students, and to take their personal belongings home each day for cleaning.

Employees must carry out any additional cleaning and disinfecting responsibilities set forth in this Policy and as directed by their supervisor.

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

PS1 will follow the checklist for managing COVID-19 exposures involving employees or students, which have been documented in the COVID-19 Containment, Response and Control handbook on pages 16 and 25, respectively. This handbook was developed with the assistance from our legal consortium.

In a case involving an employee or a student that has been on campus, the school will close all areas they have used or visited within the last 14 days for 24 hours before having our cleaning services company conduct a deep cleaning and disinfecting those areas. The cleaning service company will follow the LADPH Cleaning & Disinfecting Matrix and guidance for proper procedures and supplies recommended for cleaning and disinfecting.

Communication will be sent out to the community informing them of the situation and the protocols that are required by the public health department. The identity of the student or employee will not be shared and their personal information will remain confidential.

In consultation and coordination with public health officials, the Director of Finance and Operations will determine necessary next steps, including documenting, reporting, tracking, and tracing potential exposures to COVID-19 on the school campus and advising any individuals who had close contact with the employee to isolate at home.

In the event of an outbreak and in consultation with the local public health officials, the Head of School will consider whether school closure is warranted and, if so, the length of time based on the risk level within the specific community as determined by the local public health officer. If a school closure is warranted, the school will communicate plans for the school closure with students, parents and employees.

Shared tools, equipment and personal protective equipment (PPE)

PPE will 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 using the disinfectant wipes provided by the school. Most high touch areas and items that could potentially be shared between employees will have disinfecting wipes placed next to them.

Teachers shall have enough supplies to minimize the sharing of high-touch materials to the extent possible (such as art supplies, math manipulatives, science equipment, etc.), or limit the use of supplies and equipment to one group of children at a time and clean and disinfect these items between uses. Teachers should prohibit the sharing of electronic devices, books, games, and other learning aids. Students may need their own materials for learning – and these materials will need to be cleaned and disinfected regularly. To the extent possible, each student's belongings must be separated from others and in individually labeled containers, cubbies, or areas. Students are required to bring their belongings home each day to be cleaned before bringing them back to school.

Hand sanitizing

In order to implement effective hand sanitizing procedures:

Employees are expected to wash their hands (for a minimum of 20 seconds) or use hand sanitizer when a sink is not available and after any of the following activities: using the restroom, sneezing, touching the face, blowing the nose, cleaning, sweeping, mopping, smoking, eating, drinking, entering or leaving the facility or classroom, going on break, and before and after their work shift. Teachers will be given adequate time to wash their hands when needed and support for an administrator to cover that time.

Employees must also promote and reinforce regular handwashing of students. Hand-washing should take place at the beginning of the day, before and after meals, after outside play, after using the restroom, after coughing or sneezing, and before and after classroom activities that involve sharing supplies and materials.

Employees will teach and reinforce CDC guidance on proper handwashing techniques found here: <https://www.cdc.gov/handwashing/index.html>. Employees will also reinforce healthy hygiene practices including avoiding contact with eyes, nose, and mouth, and covering coughs and sneezes among students and staff. Portable hand washing stations have been placed throughout the campus and in front of classrooms in order to supplement the sinks being used in the classrooms.

Hand sanitizer will be provided in all classrooms and additional portable hand sanitizing stations have been placed throughout the campus. Employees and students using hand sanitizer should rub it into their hands until it is completely dry.

Staff should build routines for washing hands upon entering and leaving the classroom or other campus space, and create regular cleaning practices for frequently used items.

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

PS1 has conducted a hazard assessment to determine if any PPE (such as gloves, goggles, and face shields) is needed to protect employees from hazards that are present or are likely to be present in the workplace, including health hazards. (8 C.C.R. § 3380).

We promote and support that each employee uses the types of PPE that will protect them from the hazards identified in the hazard assessment.

If workplace or health hazards are present, PS1 will select and provide employees with PPE that:

- Is properly fitting;
- Is maintained in a safe, sanitary condition;
- Will effectively protect employees against workplace hazards, including health hazards;
- Is of such design, fit and durability as to provide adequate protection against the hazards for which they are designed;

- Is reasonably comfortable and does not unduly encumber the employee's movements necessary to perform his or her work;
- Is approved for its intended use;

Note: "Approved" means products, materials, devices, systems, or installations that have been approved, listed, labeled, or certified as conforming to applicable governmental or other nationally recognized standards, or applicable scientific principles and also means products, materials, devices, systems, or installations that have been approved, listed, labeled, or certified by a Nationally Recognized Testing Laboratory (NRTL). (8 C.C.R. § 3206 .)

- Is distinctly marked so as to facilitate identification of the manufacturer; and
- Complies with the applicable California Code of Regulations, Title 8 standard(s).

PS1 will also assure that employees are instructed and use protective equipment in accordance with the manufacturer's instructions.

Investigating and Responding to COVID-19 Cases

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

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

- Offered COVID-19 testing at no cost during their working hours.
- The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to them.

System for Communicating

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

- Employees should report COVID-19 symptoms and possible hazards to the Coronavirus Task Force at cvirustaskforce@psone.org. This information remains confidential.
- 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.
- PS1 is requiring employee testing every 2 weeks. Employees can access COVID-19 testing on the PS1 campus by contacting Ani Zeneian. We can also provide information on other locations in LA County that provide free testing to employees.
- In the event we are required to provide additional 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 that employees may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.

Training and Instruction

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.

- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

Appendix D: COVID-19 Training Roster will be used to document this training.

Exclusion of COVID-19 Cases

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by providing a substitute so the teacher can take their allowable time off benefits or allowing that employee to work from home, when possible.
- 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.

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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1/29/2021

TJ Harney, Director of Finance and Operations

Date

Appendix B: COVID-19 Inspections

Review the information available at www.dir.ca.gov/dosh/coronavirus/

Date:

Name of person conducting the inspection:

Work location evaluated:

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Administrative			
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			
PPE (not shared, available and being worn)			
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.

Name of person conducting the investigation:

Date:

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

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:			
All employees who may have had COVID-19 exposure and their authorized representatives.	Date:		
	Names of employees that were notified:		
Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:		
	Names of individuals that were notified:		
What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?		What could be done to reduce exposure to COVID-19?	
Was local health department notified?		Date:	

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

Appendix D: COVID-19 Training Roster

Date:

Person that conducted the training:

Employee Name	Signature

Additional Consideration #1

Multiple COVID-19 Infections and COVID-19 Outbreaks

[This section will need to be added to your CPP if your workplace is identified by a local health department as the location of a COVID-19 outbreak, or there are three or more COVID-19 cases in your workplace within a 14-day period. Reference section [3205.1](#) for details.]

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

COVID-19 testing

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

Exclusion of COVID-19 cases

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

Investigation of workplace COVID-19 illness

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

COVID-19 investigation, review and hazard correction

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

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
 - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
 - Our COVID-19 testing policies.
 - 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 will need to be added to your CPP should your workplace experience 20 or more COVID-19 cases within a 30-day period. Reference section [3205.2](#) for details.]

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

COVID-19 testing

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

Exclusion of COVID-19 cases

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

Investigation of workplace COVID-19 illnesses

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

COVID-19 hazard correction

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

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

Notifications to the local health department

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

Additional Consideration #3

COVID-19 Prevention in Employer-Provided Housing

[This section will need to be added to your CPP if you have workers in employer-provided housing. Reference section [3205.3](#) for details. Employer-provided housing is any place or area of land, any portion of any housing accommodation, or property upon which a housing accommodation is located, consisting of: living quarters, dwelling, boardinghouse, tent, bunkhouse, maintenance-of-way car, mobile home, manufactured home, recreational vehicle, travel trailer, or other housing accommodations. Employer-provided housing includes a “labor camp” as that term is used in title 8 of the California Code of Regulations or other regulations or codes. The employer-provided housing may be maintained in one or more buildings or one or more sites, including hotels and motels, and the premises upon which they are situated, or the area set aside and provided for parking of mobile homes or camping. Employer-provided housing is housing that is arranged for or provided by an employer, other person, or entity to workers, and in some cases to workers and persons in their households, in connection with the worker’s employment, whether or not rent or fees are paid or collected.

- This section does not apply to housing provided for the purpose of emergency response, including firefighting, rescue, and evacuation, and support activities directly aiding response such as utilities, communications, and medical operations, if:
 - The employer is a government entity; or
 - The housing is provided temporarily by a private employer and is necessary to conduct the emergency response operations.
- The requirements below for Physical distancing and controls, Face coverings, Cleaning and disinfecting, Screening, and Isolation of COVID-19 cases and persons with COVID-19 exposure do not apply to occupants, such as family members, who maintained a household together prior to residing in employer-provided housing, but only when no other persons outside the household are present.]

Assignment of housing units

We will ensure that shared housing unit assignments are prioritized in the following order:

- Residents who usually maintain a household together outside of work, such as family members, will be housed in the same housing unit without other persons.
- Residents who work in the same crew or work together at the same worksite will be housed in the same housing unit without other persons.
- Employees who do not usually maintain a common household, work crew, or worksite will be housed in the same housing unit only when no other housing alternatives are possible.

Physical distancing and controls

We will ensure:

- The premises are of sufficient size and layout to permit at least six feet of physical distancing between residents in housing units, common areas, and other areas of the premises.
- Beds are spaced at least six feet apart in all directions and positioned to maximize the distance between sleepers’ heads. For beds positioned next to each other, i.e., side by side, the beds will be arranged so that the head of one bed is next to the foot of the next bed. For beds positioned across from each other, i.e., end to end, the beds will be arranged so that the foot of one bed is closest to the foot of the next bed. Bunk beds will not be used.
- Maximization of the quantity and supply of outdoor air and increase filtration efficiency to the highest level compatible with the existing ventilation system in housing units.

Face coverings

We will provide face coverings to all residents and provide information to residents on when they should

be used in accordance with state or local health officer orders or guidance.

Cleaning and disinfection

We will ensure that:

- Housing units, kitchens, bathrooms, and common areas are effectively cleaned and disinfected at least once a day to prevent the spread of COVID-19. Cleaning and disinfecting shall be done in a manner that protects the privacy of residents.
- Unwashed dishes, drinking glasses, cups, eating utensils, and similar items are not shared.

Screening

We will encourage residents to report COVID-19 symptoms to **[enter name of individual, position, or office]**.

COVID-19 testing

We will establish, implement, and maintain effective policies and procedures for COVID-19 testing of occupants who had a COVID-19 exposure, who have COVID-19 symptoms, or as recommended by the local health department.

Isolation of COVID-19 cases and persons with COVID-19 exposure

We will:

- Effectively isolate COVID-19 exposed residents from all other occupants. Effective isolation will include providing COVID-19 exposed residents with a private bathroom, sleeping area, and cooking and eating facility.
- Effectively isolate COVID-19 cases from all occupants who are not COVID-19 cases. Effective isolation will include housing COVID-19 cases only with other COVID-19 cases, and providing COVID-19 case occupants with a sleeping area, bathroom, and cooking and eating facility that is not shared by non-COVID-19-case occupants.
- Keep confidential any personal identifying information regarding COVID-19 cases and persons with COVID-19 symptoms, in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.
- End isolation in accordance with our CPP **Exclusion of COVID-19 Cases and Return to Work Criteria**, and any applicable local or state health officer orders.

Additional Consideration #4

COVID-19 Prevention in Employer-Provided Transportation to and from Work

[This section will need to be added to your CPP if there is employer-provided motor vehicle transportation to and from work, which is any transportation of an employee, during the course and scope of employment, provided, arranged for, or secured by an employer including ride-share vans or shuttle vehicles, car-pools, and private charter buses, regardless of the travel distance or duration involved. Reference section [3205.4](#) for details.]

This section does not apply:

- If the driver and all passengers are from the same household outside of work, such as family members.
- To employer-provided transportation when necessary for emergency response, including firefighting, rescue, and evacuation, and support activities directly aiding response such as utilities, communications and medical operations.]

Assignment of transportation

We will prioritize shared transportation assignments in the following order:

- Employees residing in the same housing unit will be transported in the same vehicle.
- Employees working in the same crew or worksite will be transported in the same vehicle.
- Employees who do not share the same household, work crew or worksite will be transported in the same vehicle only when no other transportation alternatives are possible.

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.