

COVID-19 Prevention Program (CPP)

Center Joint Unified School District (CJUSD)

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

Date: January 27, 2021. Revised August 16, 2021.

(8/16/21 revision includes updated information regarding the modified quarantine of students, quarantine exemption for fully vaccinated individuals, and updated employee leave information.)

Authority and Responsibility

David Grimes, Richard Putnam, and Mike Jordan have overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

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

Identification and Evaluation of COVID-19 Hazards

CJUSD 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 and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards. A representative of the employee group/classification will be invited to accompany supervisors/administrators during periodic inspections and provide oral and/or written feedback addressing hazards and possible solutions.

Employee screening

We screen our employees by having all employees and students self-screen every day before coming to work/school according to guidelines provided by CDPH.

When screenings occur on-site, face coverings shall be used by both screeners and employees. Non-contact thermometers will be used for screening when temperatures are taken. A record shall be maintained at the site/department of every onsite screening.

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:

One Inspection Form (Appendix B) will be used for each inspection. Members of the Inspection Team will confer when determining the status of each item.

The Status of each inspection item will be marked either with an "X" (compliant, not a current hazard), "1" (Hazard – Top priority for corrective action), or "2" Hazard – (Secondary priority for corrective action).

Dates for corrective action will be assigned by the Inspection Team according to the severity of the hazard and the extent of the actions required to bring the item into compliance. Top priority of funds and resources will be given to items marked as "1".

The individual(s) responsible for taking the corrective action will be noted on the inspection form. This could be a department head/supervisor/director, or an individual employee within the department/site. The person assigned the responsibility will be a person who has all the necessary resources to make the correction.

A copy of the inspection form will be provided to each individual responsible for any corrective action. A copy will also be provided to that individual's supervisor, if applicable. When the corrective action is completed, the form will immediately be forwarded to David Grimes, Director of Personnel and Student Services.

Copies of the inspection form will be maintained in the Personnel Office. The Personnel Director will review forms weekly and provide follow-up communications to the appropriate individuals for corrective actions not yet addressed.

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:

- Reducing the number of persons in an area at one time, including visitors.
- Strategic set-up of classrooms to ensure maximum distancing of students, and between teacher and students. A specific classroom arrangement and seating chart will be used to ensure the maximum level of social distancing, and to minimize cross-interaction between different students.
- 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. Single use face coverings will be provided at each school site's front office, and through each district office department. Individuals not wearing a face covering will be directed to the school/department office, where a face covering will be provided.

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.
- 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 using the interactive process.

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: class size reduction, working from home schedules when possible, moving work locations to create better spacing, masks, room partitions.

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by: All window screens have been repaired and/or replaced; all filters have been replaced with MERV 11 filters; HVAC outside air vents have been opened to 100%; HEPA air sweepers installed in all nurses offices and infirmary rooms; older HVAC systems are being replaced where feasible.

Cleaning and disinfecting

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

- All sites equipped with 5 min. kill time disinfectant, custodial PPE, backpack sprayers, new carpet and floor cleaners.

- Procedures are in place and time is scheduled to clean and disinfect. Battery operated backpack sprayers are used for classroom and restroom disinfecting. Classrooms are being disinfected by custodians between different group use and at the end of each day. Restrooms are frequently disinfected throughout the day by custodians. Carpet and floor cleaners have been purchased that increase cleaning efficiency.
- All employees have access to disinfectant to disinfect frequently touched areas and learning tools throughout the day.
- All school staff has access to the following PPE: 3-ply masks, gloves, face shields, hand sanitizer, disinfectant.
- Health staff will additionally be equipped with disposable gowns, N95 masks, HEPA air sweepers, plexiglass desk sneeze guards.
- Cleaning and disinfecting schedules will be posted throughout the sites.

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 reducing shared items as a priority. Where this is not feasible, disinfectant in spray bottles are available to all employees for self-disinfecting of shared items. All employees have been trained in disinfectant use. Custodians clean and disinfect all work spaces daily.

We do not share vehicles, except that bus drivers may drive different busses. Busses are cleaned thoroughly at the end of each use in accordance with COVID-19 guidelines.

Hand sanitizing:

Facilities will be inspected for sufficiency of hand-washing stations prior to opening for in-person instruction. Stations will be added if it is determined that insufficient stations are available. Soap and water will be provided at all hand-washing stations.

Employees will wash hands after each of the following:

- Before, during, and after preparing food
- Before and after eating food
- Before and after caring for someone who is sick with vomiting or diarrhea
- Before and after treating a cut or wound
- After using the toilet
- After changing a diaper or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage

In order to implement effective hand sanitizing procedures, the district will train and encourage the following steps to wash hands the right way:

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

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

Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available. This will be provided to employees. Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not readily available, use an alcohol-based hand sanitizer that contains at least 60% alcohol. You can tell if the sanitizer contains at least 60% alcohol by looking at the product label. Sanitizers containing methyl alcohol will not be used.

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

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

Caution! Swallowing alcohol-based hand sanitizers can cause alcohol poisoning if more than a couple of mouthfuls are swallowed. Keep it out of reach of children and supervise their use.

How to Use Hand Sanitizer

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

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

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

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained. [See Section 3205(c)(E).]

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.

Facilities Response to COVID-19 in the workplace

When cleaning and disinfecting the area, we will follow the CDC Cleaning and Disinfection Recommendations:

- Clean dirty surfaces with soap and water before disinfecting them.
- To disinfect surfaces, use [products that meet EPA criteria for use against SARS-Cov-2](#), the virus that causes COVID-19, and are appropriate for the surface.
- Always wear gloves and gowns appropriate for the chemicals being used when you are cleaning and disinfecting.
- You may need to wear additional PPE depending on the setting and disinfectant product you are using. For each product you use, consult and follow the manufacturer's instructions for use.

Investigating and Responding to COVID-19 Cases

Investigation of COVID-19 cases in the workplace will be accomplished by using the **Appendix C: Investigating COVID-19 Cases.**

For employees who had potential COVID-19 exposure in our workplace:

- Students and staff who are symptomatic or exposed to COVID-19 will provided with rapid response COVID tests at their school site.
- The employee will be quarantined for a period of 10 days from the date of last exposure, if they do not develop symptoms. This time period can be shortened to 7 days if they test negative for COVID-19 after 5 days of quarantine.) The individual will not be subject to quarantine if it has been at least two weeks since they were fully vaccinated against COVID-19.
- If the employee develops COVID-19 symptoms, COVID-19 case protocols will be enacted. Employment-related contact tracing will be initiated as necessary. The employee may not return to work until:
 - 10 days since the onset of symptoms, AND
 - 24 hours have passed without a fever of 100.4 or higher, without the use of fever-reducing medication, AND
 - Other symptoms have improved.

Employees under either quarantine for exposure, or isolation for COVID-19 will be provided information outlining various leave options including possible additional paid sick leave.

Student and Staff Surveillance and Response Testing, and Response to Positive Results

Staff have been encouraged to participate in regularly scheduled surveillance testing, either through their own health provider, or through one of the county-provided Surveillance Testing sites. (See APPENDIX E: Locations for COVID-19 Surveillance Testing). Additionally, all CJUSD campuses and worksites have rapid response antigen testing available to employees and students for both surveillance and response testing purposes.

If an individual tests positive for COVID-19 the individual will then be sent home, or in a student's case, isolated in a room specifically designated and monitored for the isolation of individuals who have tested positive for COVID-19, or who have COVID-19 symptoms, until a parent/guardian arrives to take the student home.

System for Communicating

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

- Employees should report COVID-19 symptoms and possible hazards to their administrator/supervisor over the phone, text message, or via email. Hazards may also be reported in person.
- Employees can report symptoms and hazards without fear of reprisal.
- The Personnel Department will provide an Accommodation Request Form to an employee requesting accommodations due to a condition listed by CDC as putting them at high risk of developing serious illness in the event of contracting COVID-19. This form will include information outlining the reasons for the request, including a medical note, and suggested accommodations. Upon return of the form by the employee to Personnel, the Personnel Department will further interact with the employee to develop reasonable employee accommodations to the extent feasible to continue to meet the needs of the position and the District.
- Information and reminders will be provided to all employees regarding surveillance testing. Locations and time for testing is provided in APPENDIX E: Locations for COVID-19 Surveillance Testing

If testing is required in accordance with this written program, the District shall inform any affected employees of the reason for the COVID-19 testing, including if for Multiple COVID-19 Infections and COVID-19 Outbreaks (APPENDIX F), as well as Major COVID-19 Outbreaks (APPENDIX G), and the possible consequences of a positive test.

Positive results shall be reported to the District as soon as the employee becomes aware of the result. Results shall be kept confidential.

The District shall report all positive COVID-19 results arising in the workplace to the Sacramento County Department of Public Health.

The District shall report to CSEA #610 if a classified employee has tested positive within 24 hours of when it becomes aware of the case. Such reporting shall not include the name(s) of individuals but shall be done in manner to maintain full confidentiality.

If in the course of a COVID-19 case investigation, it is discovered that other employees or students were exposed to COVID-19 at the school site/workplace, contact tracing shall commence, using the Contact Tracing procedures provided by Sacramento County Department of Public Health.

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 Topics Covered and Training Roster will be used to document this training.

Additionally, Community Training will be provided through the District website including information regarding:

- Symptoms of COVID-19
- Self-screening procedures and when to stay home
- Guideline on how to properly wash hands
- How to properly and safely wear and take off a face covering
- Social distancing guidelines
- Directional signs and meaning

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 10 days without test, 7 days with negative test on or after day 5 after the last known COVID-19 exposure to a COVID-19 case. This quarantine requirement does not apply to employees who have been fully vaccinated against COVID-19 for more than 2 weeks.
- 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 in the following manner:

Actions to take if there is a confirmed or suspected case of COVID-19 in a school

	Student or Staff with:	Action	Communication with school community
1.	COVID-19 symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing) Symptom screening: per CDC Symptom of COVID-19 .	<ul style="list-style-type: none"> • Send home if at school. • Recommend testing (If positive, see #3, if negative, see #4). • School/classroom remain open. 	<ul style="list-style-type: none"> • No action needed.
2.	Close contact (†) with a confirmed COVID-19 case.	<ul style="list-style-type: none"> • Send home if at school. • Exclude from school for 10 days from last exposure, or offer modified quarantine for students whose only contact was with another student while masked while at school. Individuals fully vaccinated against COVID-19 for more than 2 weeks are not subject to quarantine. • Recommend testing 5-7 days from last exposure (but will not shorten 10-day exclusion if negative). • School/classroom remain open. 	<ul style="list-style-type: none"> • Consider school community notification of a known exposure. No action needed if exposure did not happen in school setting.
3.	Confirmed COVID19 case infection.	<ul style="list-style-type: none"> • Notify the Local Health Department (LHD). • Exclude from school for 10 days from symptom onset date or, if asymptomatic, for 10 days from specimen collection date. 	<ul style="list-style-type: none"> • School community notification of a known case. • Notification of persons with

		<ul style="list-style-type: none"> Identify school contacts (†), inform the LHD of identified contacts, and exclude Recommend testing asymptomatic contacts 5-7 days from last exposure and immediate testing of symptomatic contacts (negative test results will not shorten 10-day exclusion). Disinfection and cleaning of classroom and primary spaces where case spent significant time. School remains open. 	potential exposure if case was present in school while infectious
4.	Symptomatic person tests negative or a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition.	<ul style="list-style-type: none"> May return to school after 24 hours have passed without fever and symptoms have started improving. School/classroom remain open. 	<ul style="list-style-type: none"> Consider school community notification if prior awareness of testing.

Qualifying Reason	Types of Benefits Available
1. Employee illness unrelated to COVID-19	<ul style="list-style-type: none"> Accrued sick leave at full pay Family Medical Leave Act (FMLA) up to 12 weeks non-paid job protection Additional sick leave may be granted in accordance with the Collective Bargaining Agreement Extended sick leave available per CA Education Code (up to 5 months of differential pay for certificated employees, up to 100 days at half pay for classified employees)
2. Employee medically diagnosed with COVID-19	<ul style="list-style-type: none"> Up to an additional two weeks (up to 80 hours) of sick leave per Families First Coronavirus Response Act (FFCRA) at full pay subject to limitations Accrued sick leave at full pay Family Medical Leave Act (FMLA) up to 12 weeks non-paid job protection Additional sick leave may be granted in accordance with

	<p>the Collective Bargaining Agreement</p> <ul style="list-style-type: none"> Extended sick leave available per CA Education Code (up to 5 months of differential pay for certificated employees, up to 100 days at half pay for classified employees)
<p>3. Employee under mandatory quarantine pursuant to Federal, State, or local government order OR advice of a health care provider</p>	<ul style="list-style-type: none"> Accrued sick leave at full pay Up to an additional two weeks (up to 80 hours) of sick leave per Families First Coronavirus Response Act (FFCRA) at the employee's regular rate of pay subject to limitations Family Medical Leave Act (FMLA) up to 12 weeks non-paid job protection Additional sick leave may be granted in accordance with the Collective Bargaining Agreement Extended sick leave available per CA Education Code (up to 5 months of differential pay for certificated employees, up to 100 days at half pay for classified employees)
<p>4. An employee experiencing COVID-19 symptoms AND seeking a medical diagnosis</p>	<ul style="list-style-type: none"> Accrued sick leave at full pay Up to an additional two weeks (up to 80 hours) of sick leave per Families First Coronavirus Response Act (FFCRA) at the employee's regular rate of pay subject to limitations Family Medical Leave Act (FMLA) up to 12 weeks non-paid job protection Additional sick leave may be granted in accordance with the Collective Bargaining Agreement Extended sick leave available per CA Education Code (up to 5 months of differential pay for certificated employees, up to 100 days at half pay for classified employees)
<p>5. Bonafide need to care for an individual subject to quarantine as described in #3 above</p>	<ul style="list-style-type: none"> Accrued personal necessity leave (accrued sick leave) at full pay Up to an additional two weeks (up to 80 hours) of sick leave per Families First Coronavirus Response Act (FFCRA) at two-thirds the employee's regular rate of pay subject to limitations Family Medical Leave Act (FMLA) up to 12 weeks non-paid job protection
<p>6. Need to care for a child (under 18 years of age) whose school (elementary or secondary) or child care provider is closed or unavailable for reasons related to COVID-19</p>	<ul style="list-style-type: none"> Accrued personal necessity leave (accrued sick leave) at full pay Up to an additional two weeks (up to 80 hours) of sick leave per Families First Coronavirus Response Act (FFCRA) at two-thirds the employee's regular rate of pay (limitations apply) Under Emergency Family and Medical Leave, for up to 10 work weeks of leave, Employee is entitled to two-thirds of their regular rate of pay based on the number of hours Employee would normally be scheduled to work. Employer and Employee may agree for Employee to use accrued paid leave to supplement the otherwise unpaid one-third

	portion.
7. An employee with a medically verified underlying health condition as identified by the Centers for Disease Control and Prevention (CDC) and the California Department of Public Health (CDPH)	<p>Note: Interactive process will take place between the employee and the District to determine if reasonable accommodations are available, or if the employee may need to request leave from work.</p> <ul style="list-style-type: none"> ● Accrued sick leave at full pay ● Family Medical Leave Act (FMLA) up to 12 weeks non-paid job protection ● Additional sick leave may be granted in accordance with the Collective Bargaining Agreement ● Extended sick leave available per CA Education Code (up to 5 months of differential pay for certificated employees, up to 100 days at half pay for classified employees)
8. Bonafide need to care for a family member who has an underlying health condition as identified by the Centers for Disease Control and Prevention (CDC) and the California Department of Public Health (CDPH)	<ul style="list-style-type: none"> ● Accrued personal necessity leave at full pay ● Family Medical Leave Act (FMLA) up to 12 weeks non-paid job protection

NOTES:

1. FMLA runs concurrently, not consecutively, with other leaves including paid sick leave or personal necessity leave. Employee must be eligible for, and apply for FMLA in accordance with federal guidelines.
2. FFCRA additional paid leave is capped at \$511 per day up to \$5110 per employee for regular rate of pay, and capped at \$200 per day up to \$2000 per employee to care for others (two-thirds regular rate of pay). California legislation allows leave through September 1, 2021.
3. Employee Collective Bargaining Agreements can be found at: <https://www.centerusd.org/Employment/Contracts/index.html>. Certificated employees refer to CUTA Contract Article XVIII, Certificated Leave of Absence Support System. Classified employees refer to CSEA Contract Article XV, Sick Leave Support System (SLSS).

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department as required by current reporting requirements, 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 10 days have passed since COVID-19 symptoms first appeared.
- 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.

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.

Approval of Plan for Center Joint Unified School District

Signature: _____ Date: _____

Signature: _____ 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 employee and authorized employee representative that participated:

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

Appendix B: COVID-19 Inspections

Date: _____

Name(s) of person(s) 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			
Maps posted at school sites with human travel patterns to maximize distancing			

PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			
Sufficient supply of PPE at each school/worksite			

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: _____

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:	

<p>Date the case first had one or more COVID-19 symptoms:</p>		<p>Information received regarding COVID-19 test results and onset of symptoms (attach documentation):</p>	
<p>Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):</p>			

<p>Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:</p>		
<p>All employees who may have had COVID-19 exposure and their authorized representatives.</p>	<p>Date:</p>	
	<p>Names of employees that were notified:</p>	
<p>Independent contractors and other employers present at the workplace during the high-risk exposure period.</p>	<p>Date:</p>	
	<p>Names of individuals that were notified:</p>	

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

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

Appendix D: COVID-19 Training Topics Covered:

Hand washing; Use of Face Masks; Social Distancing; COVID-19 Workplace safety; COVID-19 Cleaning and Disinfecting; COVID-19 Symptoms; What if I had COVID-19 and How long is COVID-19 contagious; Tips for managing COVID-19 at home; Help slow the spread of COVID-19; Understanding COVID-19: How to Stay Safe

Employee Attendance Roster

Date: _____

Person(s) who conducted the training: _____

Employee Name	Signature

APPENDIX E: Testing Sites

TESTING SITES FOR SCHOOL EMPLOYEES



This testing is for all school staff in Sacramento County. Please see Sacramento County’s [COVID-19 Testing webpage](#) for an updated list of all sites.

Free COVID-19 Testing sites:

All locations close from Noon-1:00 PM for lunch				
Monday	8AM-4PM	Liberty Towers Church 5132 Elkhorn Blvd., Sacramento, CA 95842 Appointments: 916-583-8877 or https://libertytowerscommunity.setmore.com	9AM-5PM	La Familia Maple Neighborhood Center 3301 37th Ave., Room 7, Sacramento, CA 95824 (park on 36th Ave) Appointments: 916-990-1311 or https://lafamiliamaple.setmore.com
Tuesday	8AM-4PM	Natomas Unified School District 1931 Arena Blvd., Sacramento, CA 95934 Appointments: 916-561-5253 or https://natomasunified.setmore.com	10AM-6PM	Cordova Neighborhood Church 10600 Coloma Road, Rancho Cordova CA 95670 Appointments: 916-361-8684, or https://folsomcordova.setmore.com Closed 1-2pm for lunch
Wednesday	8AM-4PM	Oak Hills Church 1100 Blue Ravine Rd., Folsom, CA 95630 Appointments: https://folsom.setmore.com	9AM-5PM	Tetteh Pediatric Health 7248 S Land Park Dr., Suite 118, Sacramento, CA 95831 Appointments: https://bit.ly/TPH_C19

Thursday	8AM-1 2PM	Chabolla Community Center 600 Chabolla Ave., Galt, CA 95632 Appointments: 209-366-7180 or https://galt7662.setmore.com	9AM- 5PM	Robertsons Community Center 3525 Norwood Ave., Sacramento, CA 95838 Appointments: 916-567-9567 or https://robertsonscommunitycenter.setmore.com
Friday	8AM- 4PM	South Sacramento Christian Center 7710 Stockton Blvd., Sacramento, CA 95823 Appointments: 916-681-6791 or https://southsacramentochristiancenter.setmore.com	9AM- 5PM	St. Paul's Missionary Baptist Church 3996 14th Ave., Sacramento County, CA 95820 Appointments: 916-573-3555 or https://stpaul039s.setmore.com/

APPENDIX F: 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.

APPENDIX G: 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**.