

# Model COVID-19 Prevention Program (CPP)

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

Employers are not required to use this program. Employers may create their own program or use another CPP template. Employers can also create a written CPP by incorporating elements of this program into their existing Injury and Illness Prevention Program (IIPP), if desired. Cal/OSHA encourages employers to engage with employees in the design, implementation and evolution of their COVID-19 Prevention Program.

Using this model alone does not ensure compliance with the emergency temporary standard. To use this model program effectively, the person(s) responsible for implementing the CPP should carefully review:

- All of the elements that may be required in the following CCR, Title 8 sections:
  - [3205, COVID-19 Prevention](#)
  - [3205.1, Multiple COVID-19 Infection and COVID-19 Outbreaks](#)
  - [3205.2, Major COVID-19 Outbreaks](#)
  - [3205.3, Prevention in Employer-Provided Housing](#)
  - [3205.4, COVID-19 Prevention in Employer-Provided Transportation to and from Work](#)
  - The four [Additional Considerations](#) provided at the end of this program to see if they are applicable to your workplace.
- The additional guidance materials available at [www.dir.ca.gov/dosh/coronavirus/](http://www.dir.ca.gov/dosh/coronavirus/)



November 2020

# COVID-19 Prevention Program (CPP) for: Ramona Convent Secondary School (Ramona), Alhambra California

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur on our school campus.

Date: 01 March 2021

## Authority and Responsibility

Jacqueline Quiñones Sienkowski, Principal, has overall authority and responsibility for implementing the provisions of this CPP on our school campus. In addition, Sister Kathleen Callaway, SNJM, School President and Mrs. Halina Szymanski, Associate Principal are administrators also responsible for implementing and maintaining the CPP in their assigned work areas and with their assigned faculty/staff.

All administrators are responsible for ensuring that all faculty, staff and students receive answers to questions about the program in a language they understand.

Faculty, staff, students, and on-campus visitors are responsible for using safe practices, following all directives, policies and procedures, and assisting in maintaining a safe school campus environment.

## Identification and Evaluation of COVID-19 Hazards

Ramona will implement the following on our school campus:

- Conduct campus-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Evaluate faculty, staff, students, and on-campus visitor exposure to all persons at Ramona or who may enter onto our campus. Faculty, staff and students will utilize a free App (Health Screener) with a specific identifying school code to evaluate possible exposure and/or symptoms of COVID-19. On-campus visitors will complete a paper questionnaire to determine possible exposure to, or symptoms of COVID-19.
- Review applicable orders, general and industry-specific guidance from the State of California, Cal/OSHA, the Los Angeles County Department of Public Health (DPH), and the Center for Disease Control and Infections (CDC) to COVID-19 hazards by reading provided information, checking the state and county websites for updated infection information, and participating in the regularly scheduled telebriefings provided by DPH.
- Evaluate existing COVID-19 prevention controls and determine the need for different or additional controls. Evaluations will take place as necessary, at all monthly faculty/staff meetings, and at weekly facilities meetings.
- 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.
- Conduct regular evaluations of faculty, staff, and student health through the health screener application, random testing of students for COVID-19, daily regular temperature checks for all, including on-campus visitors, and a paper questionnaire to be completed by all on-campus visitors that will help to evaluate possible exposure/symptoms for COVID-19.
- Implement an Honor Code that is signed by parent(s)/guardian(s), and students that they will not travel outside of the recommended 120-mile radius, and will quarantine for the recommended time period if they do travel.

## Employee participation

Constituents and their authorized constituent representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by actively participating in the Ramona Convent Compliance and Task Force (RCCTF) team that meets regularly to develop/update needed protocols and policies aimed at keeping all members of our community safe and healthy. In addition, all faculty, staff, and students are trained to follow implemented protocols and policies through a formal training program, which utilizes both in-person and virtual training platforms.

## Faculty, staff, student, on-campus visitors screening

We screen our faculty, staff, students, and on-campus visitors by having all members of our community complete a health screener prior to coming onto campus. In addition, all students and visitors are temperature checked and given a "passing" color coded ticket for entrance into class or onto campus (faculty and staff will take their own temperatures at home, and will remain home if a fever of 100.4 or higher is present). On-campus guests will have their temperature checked at the main office by utilizing a stand-alone thermometer, and answer a paper COVID-19 exposure questionnaire that will be left outside of the main office and must be completed before full entrance to our campus is allowed. Paper questionnaire will be completed using sanitized pens, also on a table outside of the front office.

All faculty, staff, students, and on-campus visitors will have, and keep on their face at all times, a face covering that adequately covers the nose and mouth. Student temperatures will be scanned using a stand-alone, non-contact, temperature device that will allow for checks of individual temperatures while maintaining a six-foot distance between checker and checked.

## 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:

Faculty, staff, student or on-campus visitor who brings to the attention of principal via telephone message, email or other form that a safety hazard exists will have completed a "Safety Hazard Form" describing what the hazard is and, if applicable, where it can be located on-campus. Safety Hazard Forms will be kept in the front office and can be obtained from Sylvia Garcia.

The severity of the safety hazard will be assessed by the school principal and facilities manager to determine how the hazard can be quickly addressed and corrected. All hazards that threaten the health and safety of faculty, staff, student, and/or on-campus visitor will be identified to all constituents, and fixed within 24-hours to three business days, depending on the severity.

Following repair and/or correction of the safety hazard, the school principal and facilities manager will check the repair for completeness, and notify constituents of the repair via email.

## Control of COVID-19 Hazards

### **Physical Distancing**

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

- Having administrators and staff in private assigned offices. When possible, doors to offices remain closed, and six-foot physical distancing is maintained. In offices where six-foot physical distancing is not possible due to the size of the office, small barriers are placed at the doorway to keep people outside of the office space, plexi-glass partitions are placed in front of all desks and/or, larger offices allow for greater than six-foot physical distancing.
- Classrooms are set-up with no more than 15 desks/students in a room and all desks/students are six to eight-feet apart- both side to side and front to back.
- Teachers in classrooms maintain six to eight-foot physical from desks/students and have the option of

- teaching behind a plexi-glass divider.
- Students follow ground and wall signs ensuring physical distance of, at least, six-feet when entering a classroom, entering the restroom, or entering any other building/room on campus.
  - Grade levels are separated for lunch with each grade level eating in a separate designated space. Decals on lunch tables indicate where students can sit maintaining, at least, six feet between table diners.
  - Only one half of the student body will be present on-campus on any given day (approximately 120 students). On 19.5 acres with nine separate building structure, it is easy to maintain proper distancing.
  - Decals on walls and floors are visual reminders of social distancing guidelines.
  - Faculty and staff are present during all passing periods, breaks, and lunches to ensure students maintain proper distancing.
  - Decals on ground and posters on walls indicate direction of travel.
  - Students are brought onto campus between 7:30 am and 8:15 a.m. to check temperatures and meet health screener requirements before classes begins at 8:25 a.m.
  - Passing times are 10-minutes in length to avoid a rush to class or too many people using the restroom at one time.
  - Classes have been reduced from seven blocks in a day to three or four (depending in the day), and class time was increased from 55-minute blocks to 70-minutes blocks to avoid frequent student passing from one class to another.
  - Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

## **Face Coverings**

Faculty, staff, students, and on-campus visitors are responsible for providing their own clean, undamaged face covering. Ramona will provide a plastic face shield for all faculty, staff and students to wear in conjunction with the face mask and not as a replacement to the face mask. Extra face masks will be kept in the front office and provided to on-campus visitors who do not have one, and faculty, staff and/or students who forget or damage theirs throughout the day. All faculty and staff are responsible to ensure that face masks are properly worn by students - over the nose and mouth when indoors, when outdoors, and when less than six feet away from another person, and where required by orders from the California Department of Public Health (CDPH) or DPH. Administrators who encounter faculty and/or staff without a face masks will immediately provide a face mask to the faculty/staff person, and counsel the person on the importance of wearing a face mask for community protection, and as a positive role model for students. Students who do not wear a face masks will be written-up, sent home to remote learn for a period of two-weeks, and be required to complete a contact tracing exercise.

The following are exceptions to the use of face coverings in our workplace or on our school campus:

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside. If indoors, physical distancing has been maximized and outside air supply is brought to the area,
- 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 will be allowed to wear a plastic face-covering. Alternatives to a face mask will be considered on a case-by-case basis.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19 or, per CDC guidelines, has been fully vaccinated (both doses of Moderna or Pfizer or a single dose of Johnson and Johnson, and two-weeks has passed since last vaccine dose), and is in the presence of another fully vaccinated person.

## **Engineering controls**

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

- Plexi-glass partitions are installed where six-foot physical distance cannot be maintained.
- We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:
- Requiring all teachers to keep their doors and windows fully open, and using the HVAC system for air circulation and flow.
- In the event of wildfires and/or excessive smoke, windows and doors may be closed, but airflow must be maintained through the HVAC system.
- The HVAC ventilation system will be properly maintained and adjusted, by our facilities manager and his crew. Filters will be checked, cleaned and/or replaced the first of every month.

## **Cleaning and disinfecting**

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

- Our nighttime cleaning crew disinfects high touch areas every evening using a disinfecting solution of 10% bleach and 90% water.
- Teachers have stations set-up in their classrooms that have hand sanitizer that students must use upon entering the classroom.
- Daily, teachers will spray a disinfectant solution on each desk and chair during each passing period. Students will be required to wipe and disinfect their own desks before being seated, properly disposing of the paper towel used.
- Using an electric static cleaner, facilities and night cleaning crew, will disinfect all rooms, of every building, weekly. Highly used buildings such as the library and gymnasium will be disinfecting using the electric static cleaner, daily.

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

- Faculty and/or staff, and/or students will be removed from the location(s) where a person who has symptoms of, or has tested positive for, COVID-19 has been. Upon removal of all person(s), the building or location will closed-off to all others, and will be thoroughly disinfecting using an electric static cleaner, and other disinfectant solutions for desk/table tops and chairs.

## **Shared tools, equipment and personal protective equipment (PPE)**

PPE must not be shared, e.g., gloves, goggles and face shields.

Items that faculty, staff and/or students 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 disinfecting between use by teachers spraying each desk and chair in-between classes, and having in-coming students wipe their own desk and chair with a disposable paper towel.

## **Hand sanitizing**

In order to implement effective hand sanitizing procedures, we:

- Use methyl-alcohol wall-mounted touchless hand sanitizers placed at the entry and exit points of all indoor and outdoor hallways and corridors, and placed at entry doors of all buildings. Methyl-alcohol hand sanitizer has been placed at the entry door of every classroom and in each administrative office.
- All restrooms are disinfecting every 60-minutes and are equipped with soap, paper towels, methyl-alcohol hand sanitizer, and disinfectant spray to be sprayed on sink and surround by all users.
- Passing periods have been extended from 5-minutes to 10-minutes, which allows for additional time to

use the restroom facilities and to wash hands in-between classes.

- During regular protocol review times, all faculty, staff, and students are reminded to wash their hands for, at least 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.

### **Investigating and Responding to COVID-19 Cases**

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

Faculty, staff or students who had potential COVID-19 exposure on our school campus will be:

- Immediately quarantined, and sent home if not previously vaccinated with both doses of the Moderna or Pfizer vaccine, or the single-dose Johnson and Johnson vaccine.
- Offered COVID-19 testing at no cost during their working hours.

### **System for Communicating**

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

- To whom faculty, staff and/or students should report COVID-19 symptoms and possible hazards to i.e: Using the Health Screener App and telephoning Principal, Jacqueline Quiñones Sienkowski at 626.282.4151.
- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Where testing is required, how employees can access COVID-19 testing. Faculty, staff and students may test at any local facility at their convenience as needed. In addition, testing will be available on-site where following a nasal swab, the test will be sealed and sent off-site for evaluation. As of 09 March 2021, all faculty and staff have been vaccinated with, at least their first dose, and many with their 2<sup>nd</sup> dose of the Moderna or Pfizer vaccine.
- 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. In this event, faculty, staff and/or potentially exposed students will be immediately removed from campus and be tested on-site. On-site testing is done through *You've Been Checked*, a local testing site who can have results available in just a few hours. Faculty, staff or students who are fully vaccinated, will not be required to quarantine or test per CDC guidelines.

### **Information about COVID-19 hazards**

- Ramona's Protocols and Policies regarding COVID-19 are posted on our website. The Protocols and Policies Handbook clearly states the requirements necessary to follow to ensure the health and safety of our entire community. In addition, a health screener is utilized daily by all faculty, staff and students before arriving to campus.
- All health screens are reported to the administrative staff for review. No faculty, staff or student will be allowed to enter campus unless the health screener has been completed and passed with a "green screen." All students will be temperature checked upon arrival and given a color-coded ticket for entrance into their first period class. If faculty, staff or a student develops symptoms of COVID-19 throughout the day, they will be removed, isolated, tested or recommended for testing, sent home

and quarantined until symptoms and a negative test has occurred. If a faculty, staff or students has been fully vaccinated, per CDC guidelines, they will not be required to isolate, quarantine, or test.

## Training and Instruction

We will provide effective training and instruction that includes:

- Our COVID-19 protocols and policies to protect faculty, staff and students 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.
- The importance of being vaccinated and the CDC guidelines that a fully vaccinated person can follow.
- All faculty and staff have participated in a COVID-19 Protocol and Policy training, scheduled for Wednesday, 24 March 2021.
- All students have participated in a COVID-19 Protocol and Policy training, either in-person (in the case of freshmen) or via video and written test following.
- **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, unless the exposed person has been fully vaccinated per CDC guidelines.
- 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 ten-days of "COVID-19" pay in addition to ten sick days.
- 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 on our campus to the Los Angeles County Department of Public Health whenever required by law, and provide any related information requested by DPH.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an COVID-19 case occurring on our campus or in connection with any faculty, staff or student.
- 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.
- 

---

Sister Kathleen Callaway, SNJM  
President

---

Jacqueline Quiñones Sienkowski, JD  
Principal



## Appendix B: COVID-19 Inspections

Date: 01 March 2021

### Name of person conducting the inspection:

Sister Kathleen Callaway, SNJM. Jacqueline Quiñones Sienkowski, JD, Principal. Oliver Troung, Facilities Manager.

**Work location evaluated:** Administrative Offices, Classrooms, Library, Gymnasium, Common Area (HFR, JLR), Lunch Areas, Hallways, Corridors, Entrance and drop-off points.

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Administrative Offices and Classrooms</b>	Cleared		
Barriers/partitions	In every classroom and office		
Ventilation (amount of fresh air and filtration maximized)	Cleared. Vents cleaned, air flow appropriate.		
Additional room air filtration	Faculty Dining Room, Faculty Room, Administrative Offices, Library, Gymnasium, HFR, JLR – All Clear		
Windows and Doors	Open windows and doors for additional air flow. All windows and doors open properly and remain open.		
<b>Administrative</b>			
Physical distancing	Six to eight feet in all offices and classrooms.		
Surface cleaning and disinfection (frequently enough and adequate supplies)	Two bottles of disinfectant in each classroom, office, restroom, checked and refilled every evening. Disinfectant used on all sinks after washing by students, faculty and staff – per training protocol. Desks are disinfected between each block.		

Hand washing facilities (adequate numbers and supplies)	All restrooms are open, cleaned, disinfected and ready for use. Disinfectant spray is in each restroom at each sink. Soap and paper towels are stocked and restocked daily. Each restroom is disinfected every hour.		
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions	Yes – Checked and cleared during protocol training for students, faculty and staff		
Plexiglass partitions on all classrooms and offices where six-foot social distancing isn't possible.	Yes – Checked and cleared		
Physical Distancing	Six to eight feet in all classrooms between each desk and between students and teacher.		
<b>PPE</b> (not shared, available and being worn)	Faculty, staff and students bring their own mask daily. Masks available if someone forgets theirs. Available at the front desk and in each classroom. Plastic face shields provided to everyone. Gloves available in each classroom upon requests.		
Face coverings (cleaned sufficiently often)	Responsibility of individual wearing them		
Gloves	Available upon request.		
Face shields/goggles	Provided to all on campus.		
Respiratory protection	None.		

## 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:** 01 March 2021

**Name of person conducting the investigation:** Jacqueline Quiñones Sienkowski, Principal

<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:** Wednesday, 24 March 2021

**Person that conducted the training:** Jacqueline Quiñones Sienkowski, JD, Principal. Halina Szymanski, Associate Principal of Faculty and Curriculum Development

Employee Name	Signature
Beatriz Amaya-Anderson	
Amanda Argueta	
Margaret Averill	
Salomon Bahena	
Ruth Ballenger	
Mary Anne Barnheiser	
Sr. Kathleen Callaway	
Matthew Carrillo-Vincent	
Liz Castro	
Alberto Chavarria	
Tracy Clavin	
Eddie Cortez	
Kelsey Davidson	

<b>Employee Name</b>	<b>Signature</b>
Yulanda Davis-Quarrie	
Laura Dumas	
Veronica Fernandez	
Aulikki Flagan	
Richard Gallegos	
Alma Garcia	
Sylvia Garcia	
Francisco Giles	
David Gray	
Annie Green	
Valerie Green	
Cecilia Guandique	
Michelle Herrera	
Julie Huntley	
Quierra Johnson	

Employee Name	Signature
Norma Jovel	
Sr. Anna Keim	
Francois Laborie	
Rebecca Lamas	
Sr. Daleen Larkin	
Victoria Lau	
Henri Lee	
Mona Louka	
Ruth Luna	
Maria Elena Margallo	
Kellee Murayama	
John Phan	
Angelica Seager	
Teresa Shaw	
Jacqueline Sienkowski	

<b>Employee Name</b>	<b>Signature</b>
Veronica Smith	
Halina Szymanski	
Kristin Tappan	
Aniko Tegtmeier	
Oliver Truong	
Linda Wolffe	

<b>Employee Name</b>	<b>Signature</b>

## **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.