

**School of Santa Isabel Elementary School
COVID-19 Prevention Program
(CPP)**



“Christ is at the Center of all Our Activities”

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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/



November 2020

COVID-19 Prevention Program (CPP) for School of Santa Isabel

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

Date: April 5, 2021

Authority and Responsibility

Fr. Jesus Herrera Garcia, MSP, Fr. John Greely, MSP, and Hilda Orozco, principal 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.
- **Conduct periodic updates to school parish to ensure staff that work in both settings are following preventive measures.**

Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by: following Los Angeles County Public Health [Decision Pathways](#) to guide our immediate steps upon notification to school officials that any member of the community (faculty, staff, student, or visitor) tests positive for, or has symptoms consistent with COVID-19. Community members can report cases to our school by phone at 323-263-3716. The school will then report all cases and exposures to ADLA using the [Covid-19 Arch LA Reporting Form](#) and LADPH using the [COVID-19 Case and Contact Line List for the Educational Sector](#).

1. If an employee, student, or visitor becomes ill on campus/district, he/she will immediately report to the school's designated **isolation room which is the room next to the student bathroom**. This room is also close to an exit that is not regularly used and has its own restroom that can provide more privacy for the individual and our compliance team if necessary.
2. Once the employee, student, or volunteer arrives at the isolation room, immediately provide them with a face shield and gloves if they don't have it. Explain that this is to help protect other employees and students and prevent the spread of the potential virus.

Note Key Terms

Contact: A contact in this application is referred to a person who is less than 6 feet from a case for less than 15 minutes. In some school situations, it may be difficult to determine whether an individual is a contact. In this case, an entire cohort, classroom, or other group may need to be considered exposed, especially when individuals have spent time together indoors.

Cohort: A cohort is a consistent group of fixed members that stay together for all courses and activities during the school day. This group will limit contact with other persons or cohorts.

3. Complete **Reporting Form** Immediately to Submit to Report to Department of Public Health and Department of Catholic Schools.
4. Contact the local health authority and seek advice regarding transportation and location based on given symptoms. The liaison will be the primary contact for the Department of public health, but in case of their absence, any member of the compliance team will assist.
 - The compliance team and others attending the suspected infected person, should also wear a protective mask and gloves while working with the individual in isolation.
 - The compliance team will direct the individual to leave work or will call the legal guardian of the student to be picked up. We will provide **[Factsheets \(from CDC site\)](#)** with materials for follow up before they go home.
 - The compliance team and administration must identify persons who may have come in contact with the suspected infected person. *Unless required by the local health authority, the name of the employee should not be provided.*
 - The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.
 - The compliance team will ensure all further instructions given by the Department of public health are followed.

Employee screening

Santa Isabel School will prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees by requiring them to complete **a self-screening** which includes a temperature reading and answering a set of questions related to common COVID-19 symptoms:

Posters are available at every entrance where questionnaires can be access via QR Code guided questions.

All staff is required to wear masks including screeners taking temperatures.

All Thermometers are non-contact.

COVID-19 symptoms including:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19

All screening information will be kept confidential by school. Screening questions can be accessed through the **school office**.

If an employee has been diagnosed with COVID19, employee may return to work when all 3 criteria are met:

1. At least 3 days (72 hours) have passed since recovery (no fever without the use of fever-reducing medications); and
2. They have improved in respiratory symptoms (cough, shortness of breath, etc.); and
3. At least 7 days have passed since symptoms first occurred
4. A doctor's note confirms employees can return to work.

If the employee has symptoms that could be COVID19 and does not get evaluated by a medical professional or tested for COVID19, it is assumed that the employee has COVID19 and may not return to work until the four criteria listed above have been met and 10 days of self-quarantine.

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:

Access to Appendix B is given to all staff members via google document and found in our staff Site: Appendix B: COVID-19 Inspections

The severity of the hazard will be assessed and correction time frames assigned, accordingly.

Individuals are identified as being responsible for timely correction.

Follow-up measures are taken to ensure timely correction.]

Control of COVID-19 Hazards

Our Covid-19 Compliance Team is responsible for enforcing all community members, to follow COVID-19 safety protocols and ensuring that staff and students receive continuous training regarding COVID-19. Specific guidelines and procedures to follow.

Name:	Title:	Contact Information
Hilda Orozco	Principal	323 263-3716
Mary Franco	Administrative Assistant	323 263-3716
Irma Olea	Admin / 8 th grade teacher	323 263-3716

Physical Distancing

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

- Traffic Flow – Taped lines on the floor will mark the walking direction throughout the building in order to maintain the social distancing requirement of 4-6 feet.
- Classroom Configurations- all classrooms will be configured to meet the required distancing. Every student will be assigned their own desk and no sharing will be allowed at any time.
- Movement within the classrooms as well as between classrooms will be limited.
- Office will allow visitors by appointment only. All visitors a subject to temperature checks.
- All visitors / students / faculty and staff must complete Health Screening Survey upon admittance to school grounds.
- Staggered schedules will be implemented on arrival, departure and break times.
- **Reference section [3205\(c\)\(6\)](#) for details]**

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.

Santa Isabel will follow all required guidelines in its prevention plan with stated flexibility for younger children. However, any student with an age of 4 years old through 2nd grade is required to wear a face covering. A face shield is an alternative for children in cohorts that cannot wear the face mask properly. Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who cannot use or tolerate cloth face coverings. All personnel working with a sick student will be given a medical grade mask to wear themselves and a medical grade mask for the students to wear (if it can be tolerated) until the student leaves the building.

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

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees 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.

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: Santa Isabel students will have a shield protector divider if 6 feet apart is not possible along with mask coverings. Students will be required to wear mask / face shields in grades Kinder through 2nd at all times. In grades 3rd through 5th students will be protected with shield protectors if 6 feet apart is not possible / mask. All other grades can physically distance 6 feet apart.

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

Santa Isabel School has ensured that all classrooms used have optimal ventilation including IQair purifiers that will optimize the learning environment. Santa Isabel school has the following in place:

- School HV system is in good, working order
- The school HV systems are set to maximize indoor/outdoor air exchange unless outdoor conditions become unhealthy for our students.
- Doors and windows will be kept open during the school day if feasible and if conditions outdoor make this appropriate.
- Air filters have been upgraded to the highest efficiency possible.

Cleaning and disinfecting

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

- All staff will include daily reminders of hand washing protocols as part of our daily routine to reinforce healthy habits.
- Everyone will wash their hands before and after eating, after toileting, after outdoor play and before and after group activity.
- Ethyl alcohol-based hand sanitizers are made available for all students, staff, and visitors in strategic locations where there is no sink or portable handwashing station. Sanitizers follow the CDC and LAPHD guidelines with at least 60% ethanol content. Hand sanitizers are out in the open and are used with adult supervision for children under age 9. Every employee has been made aware of the risk of ingestion and the process to call Poison Control at 1-800-222-1222 if there is reason to believe that a student consumed hand sanitizer.
- Hand sanitizers, soap and water, tissues and trash cans are available at or near the entrance of the facility at reception, and anywhere else inside the workplace or immediately outside where people have direct interactions.
- Handwashing stations are placed out doors for more feasible hand washing before entering school building.

In addition to the guidelines, General Disinfecting & Deep Cleaning Measures at Santa Isabel School have been added below to continue to keep all areas clean and disinfected:

- Water fountains have been shut down.
- Water bottles will be provided for individuals that do not bring their water from home.
- No touch games are encouraged during recess.

- Cleaning products listed from the Environmental Protection Agency approved list are used according to product instructions.
- No mixing of bleach or other clearing and disinfection together will be permitted as this can cause toxic fumes that may be dangerous to breathe.
- Custodial and other staff responsible for cleaning and disinfecting are equipped with appropriate personal protective equipment as required by the products used.
- All cleaning products are kept out of children’s reach and store in a space with restricted access.

Additional measures will be followed as stated in the [COVID-19 and Reopening Framework from K-12 Schools in California](#)

Facilities Cleaning

The safety of our families, students, faculty and staff are our priority. Upon reopening, Santa Isabel will have been completely cleaned, disinfected and will continue to adhere to all necessary safety protocols. Cleaning steps out lined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect all employees, students, and families and reduce the risk of infection and spread of COVID-19.

Category	Area	Frequency
Workspaces	Classroom / Offices	At the end of each use
Electronic Equipment	Copier machine, telephones, keyboards, shared computers	At the end of each use and between use
General Used Objects	Handles, light switches, sinks, restrooms	At least 4 times a day
Common Areas / High Touch	Common Areas	At the end of each use/ between groups
Appliances	Refrigerators, Microwaves, Coffee Machine	daily

Cleaning measures will take place on a daily basis

- Restrooms will be cleaned every hour
- Classroom will be clean daily. Teachers will frequently wipe desk with Clorox wipes when necessary throughout the school day.
- Maintenance will consistently be supervising areas and maintain cleanliness
- Cleaning supplies like Clorox wipes, handwipes, disinfecting sprays etc. will be available to all authorized employee representative for frequency of cleaning and disinfecting.

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

Shared tools, equipment and personal protective equipment (PPE) will be available to all employees.

All students, faculty, and staff will wear all protective equipment throughout the day and there will be absolutely no sharing of PPE equipment. If a student or faculty member needs a face mask or shield, the school will provide one (the school has purchased all PPE equipment and is available upon needed).

Each teacher will be responsible for disinfecting areas, materials, and equipment used in their classroom on a daily basis. All classroom will have available Clorox wipes, hand sanitizing wipes, and aerosol sprays identify by the CDC guidelines.

Maintenance personal will help with cleaning and disinfecting areas of each classroom on a daily basis.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we: have placed hand sanitizers stations throughout the workplace and in common areas. Hand sanitizer stations are marked with signage to clearly designate students, faculty, staff and visitors to these areas.

Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards.

Santa Isabel will be adding three outside handwashing stations in order to provide additional handwashing facilities other than the restroom.

Proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces. There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

Office– Santa Isabel will be monitoring the number of employees in the office. No students allowed in the main office.

Certain rooms will be closed until further notice. Signage indicating closure/capacity limits will be placed on room doors. All meetings are required to use Zoom as a virtual option even for employees in the office or school.

Teacher Lounge–This space will have limit capacity of two people. Teachers will disinfect microwave after each use. Sanitizer, handwipes and sprays will be available in this location. Teachers will be highly encouraged to stay in their cohort during lunch break.

Copy Room – There will be limited access to the copy room. Signage indicating restrictions will be posted as each phase is implemented.

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

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

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained. **[reference section 3205(c)(E) for details on required respirator and eye protection use.]**

We provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids. [Delete if not applicable to your workplace.]

Investigating and Responding to COVID-19 Cases

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

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

- *Able to leave during working hours and get a COVID 19 test through the City.
- *Employee will not return to work until clear by the COVID-19 test results.

System for Communicating

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

- Who employees should report COVID-19 symptoms and possible hazards to, and how .
- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Where testing is not required, how employees can access COVID-19 testing during the week and will inform administrator of time and date in order to plan coverage of classroom. It is highly recommended to test after school hours but when it not possible, school will allow employee to go

during working hours.

- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test. **Information about COVID-19 hazards will be informed to employees and any other individual in contact with the workplace.**
- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.

Training and Instruction

We will provide effective training and instruction 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.

All measures of communications to employees, students, visitors, our community and the public follow the guidelines delineated in the [CPP Plan / School Guidance Checklist](#). All families attended a Zoom Parent Meeting that included information regarding the steps to reopen. A video will be posted on our Remind application platform and on our school website for families that were not able to attend our Zoom Parent Meeting. The following information is included in the video:

- Link to our Protocol and the CPP on the website are publicly posted at all entrances to the school.
- Options for COVID-19 testing if the student or family member has symptoms or has been exposed to COVID-19.
- Who to contact at the school if a student has symptoms or may have been exposed.
- How to conduct a symptom check before a student leaves home.
- Clarifying face covering requirements and importance of compliance with physical distancing and infection control policies.
- Updates to academic and extracurricular programs in order to avert risk.
- School meal program updates and what to expect.
- Mandatory orientation (virtually) that is required to review all guidelines and updates to guidelines.
- School Visitors policy and importance of up to date emergency information that is required before students can participate in cohorts.

As stated in prior sections. Signage has been posted throughout the school reminding staff and students of policies concerning physical distancing, use of face covering, and importance of hand washing. Santa Isabel's communication plan in case of full or partial closure includes the following:

- 1) Communication with the Department of Catholic Schools and LAPHD for specific guidance of communication using the [Template Covid-19 General Notification Letter in Educational Settings.](#)
- 2) Sending the communication letter to parents using our school's Remind or Canvas application.
- 3) Scheduling mandatory Zoom Conference to communicate appropriate steps.

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 following all laws regarding employee rights including but not limited to employer-provided employee sick leave benefits.
- Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access

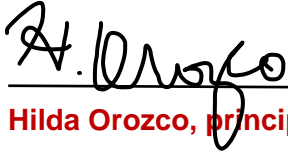
It is our policy to:

- 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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Hilda Orozco, principal

4/5/2021

April 5, 2021

Appendix B: COVID-19 Inspections

[This form is only intended to get you started. Review the information available at www.dir.ca.gov/dosh/coronavirus/ for additional guidance on what to regularly inspect for, including issues that may be more pertinent to your particular type of workplace. You will need to modify form accordingly.]

Date: April 5, 2021

Name of person conducting the inspection: Hilda Orozco and Mary Franco

Work location evaluated: 2424 Whittier Blvd. Los Angeles, CA 90023

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions	In office Confirm		
Ventilation (amount of fresh air and filtration maximized)	All filters in good condition		
Additional room air filtration	Open windows and doors in classes with students present		
Faculty room	Open window/ limited capacity to 3		
Front Office	Limit capacity to 3 person/ barrier confirm		
Administrative			
Physical distancing	All labels in place		
Surface cleaning and disinfection (frequently enough and adequate supplies)	Confirm		
Hand washing facilities (adequate numbers and supplies)	confirm		
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions	confirm		
PPE (not shared, available and being worn)	confirm		
Face coverings (cleaned sufficiently often)	confirm		
Gloves	confirm		
Face shields/goggles	confirm		
Respiratory Protection	Filters- Good / Confirm		

Appendix C: Investigating COVID-19 Cases

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

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

Date: [enter date]

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

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 information):

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: **March 19, 2021 / April 13th / April 14th**

Person that conducted the training: **Hilda Orozco**

Employee Name	Signature
Ana Rocha	
Philip Contreras	
Nancy Rodriguez	
Oliver Rivers	
Jesse Ortega	
Irma Olea	
Mary Franco	
Gilda Garcia	
Nancy Arias	

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.