# WRITTEN COVID-19 PREVENTION PROGRAM (WCPP) FOR

# Girls Athletic Leadership School Los Angeles (GALS LA)



# WRITTEN COVID-19 PREVENTION PROGRAM (CPP) FOR

# Girls Athletic Leadership School Los Angeles (GALS LA)

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace. GALS LA has considered and incorporated the Los Angeles Unified School District’s CPP, as it is required to.

**Date:** **February 24, 2021**

## AUTHORITY AND RESPONSIBILITY

**Carrie Wagner, Executive Director,** 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.

## SITE SPECIFIC PLANNING FORMS

## This document is to be completed and posted at the school site.

# School Name: Girls Athletic Leadership School Los Angeles

# Date Last Revised: 2/24/21

**School Address:** 8015 Van Nuys Blvd, Panorama City, CA 91402­ **Location Code**: 7585

# School Phone Number: 818-389-1184

**Campus Density**

* Approximate Square Footage open: 12,000
* Maximum Student Capacity: 255
* Maximum Number of Staff with physical distancing: 25
* Total Number of Students Enrolled: 230
* 25% of Total Number of Students Enrolled: 57.5
* In-person class size is limited to: 14
* The **maximum** number of students & staff permitted on campus at any one time to ensure no more than 25% of total student body and to maximize physical distancing is:

|  |  |  |  |
| --- | --- | --- | --- |
| **Specialized Services for defined subgroups of children (T1)** | | | |
| Enter the estimated total number of students that will return per grade (if none, enter 0) | | | |
| TK: | 3: | 5: | 9: |
| K: | 4: | 6: 4 | 10: |
| 1: | 5: | 7: 4 | 11: |
| 2: | 6: | 8: 4 | 12: |
| Estimated total number of administrators, teachers, and other employees on campus supporting resumption of all permitted in-person services for students: 5 | | | |

# 

# Services

The [Grab & Go Food Center](https://achieve.lausd.net/Page/16904) located closest to this school is at:

School Name: Vista Middle School Address: 15040 Roscoe Blvd., Panorama City 91402.

The [COVID-19 Test Center](https://achieve.lausd.net/covidtesting) located closest to this school is at:

School Name: Panorama High School Address: 8015 Van Nuys Blvd, Panorama City 91402

**School COVID-19 Compliance Task Force**

|  |  |  |
| --- | --- | --- |
| **Name** | **Job Title** | **Role** |
| Carrie Wagner | (Executive Director) | Leader |
| Carter Fonseca | (Operations Coordinator) | COVID-19 Compliance Officer |
| Carter Fonseca | (School Administrative Assistant) | Attendance Monitor |
| LAUSD | (Plant Manager) | Cleaning/Disinfecting Operations |
| Kelly Angelina | (Assistant Principal) | Exposure Management Advisor |
| Carter Fonseca | (Operations Coordinator) | Health Office Manager |
| Carter Fonseca | (Operations Coordinator) | Data Collection Manager |

**Health Office Set-up and Staff**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Type of Health Office** | **Indoor vs.**  **Outdoor** | **Location** | **Staff**  **Person(s)** | **Alternate** | **Runner** |
| General Health Office  (Non-COVID) | Indoor | Main Office | Carter Fonseca | Mildred Fonseca | Carter Fonseca |
| Isolation Area  (Recommended Outdoors) | Indoor | Orange Room | Mildred Ramirez | Carter Fonseca | Carter Fonseca |
| Quarantine Area | Indoor | Orange Room | Mildred Ramirez | Carter Fonseca | Carter Fonseca |

**School Communications**

|  |  |
| --- | --- |
| **Information that was sent to parents/students prior to the start of in-person services: (Check all that apply)** | |
| Isolation and quarantine policies as they apply to students who have symptoms or may have been exposed | Options for COVID-19 testing if the student or a family member has symptoms or exposure to COVID-19 |
| Changes in school meals to avert risk | Required use of face coverings |
| How to conduct a symptom check  before students leave home for school | Changes in academic and extracurricular  programs to avert risk |
| Importance of student compliance with physical distancing and infection  control policies | Who to contact at the school if students have symptoms or may have been exposed |
| School policies concerning parent visits to school and advisability of contact the school remotely | Importance of providing up-to-date emergency contact information, including multiple parent contact options |

## IDENTIFICATION AND EVALUATION OF COVID-19 HAZARDS

We will implement the following in our workplace:

* Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
* Evaluate employees’ potential workplace exposures to all persons at, or who may enter, our workplace.
* Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
* Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
* Conduct periodic inspections using the **Appendix B: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

### EMPLOYEE PARTICIPATION

Employees and their authorized employees’ representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by communicating feedback directly with any of the following staff: Carter Fonseca, Operations Coordinator; Kelly Snyder, Director of Operations; Carrie Wagner, Executive Director.

### EMPLOYEE SCREENING

We screen our employees by:

* Requiring employees to submit a COVID-19 self-screening questionnaire prior to entering campus, according to CDPH guidelines.
* Upon arriving to campus, employees are required to check in with Carter Fonseca or another member of the Operations Team for a temperature check with a non-contact thermometer. Face coverings are required for any employee on campus, including during the screening process.

## 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:

* Carter Fonseca, Operations Coordinator, will assess the severity of the hazard and create a plan to correct the hazard within a time frame appropriate for the severity of the hazard.
* Carter will be responsible for executing the timely correction, with the support of Kelly Snyder, Director of Operations.
* Carter and Kelly will review hazards and corrections on a weekly basis to ensure timely correction.

## CONTROL OF COVID-19 HAZARDS

### PHYSICAL DISTANCING

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

* + - Eliminating the need for workers to be in the workplace – e.g., telework or other remote work arrangements – when possible.
    - Reducing the number of persons in an area at one time, including visitors. There is clear signage for visitors about required social distancing, facial coverings, and other visitor protocol, including limiting visitors from full entry into the main office workspace by maintaining a partition at the entryway.
    - Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.
    - Adjusted work procedures, such as working out of separate rooms on campus when multiple staff are present.

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. Employees are responsible for cleaning their school-provided face coverings and bringing them to campus. If an employee forgets to bring their face covering or there is any reason why they need their face covering to be replaced, the employee can retrieve a new face covering from the Main Office, or by contacting Carter Fonseca, Operations Coordinator, directly with this request. If an employee encounters non-employee that is not wearing a face covering, the employee should remind the non-employee of face covering requirements, and if the non-employee refuses the employee should reach out to Carter Fonseca, Operations Coordinator, and/or Kelly Snyder, Director of Operations, immediately for support.

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: installing solid partitions, separating job duties to limit any interaction that is less than six feet distance.

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

* Air purifiers are located in each classroom and shared office space.
* LAUSD, as the facility owners/managers of the school site, routinely monitors and maintains the ventilation system for the facility.
* Maintaining open windows and open doors at all times, unless weather or hazardous air conditions prevent this. In the case that weather or hazardous air conditions prevent this, the inside door of the room (facing the hallway) will remain open and air purifiers will continue to be used.

### CLEANING AND DISINFECTING

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

* GALS staff are responsible for disinfecting (using Clorox wipes) any shared surfaces, including but not limited to common workspace desks, copier machines, school phones, etc.
* Carter Fonseca, Operations Coordinator, is responsible for monitoring and maintaining the supply of Clorox wipes and other disinfecting products for GALS staff to use.
* LAUSD staff are responsible for cleaning and disinfecting all classrooms, offices, and shared spaces such as bathrooms on a daily basis, according to CDPH standards.

Should we have a COVID-19 case in our workplace, we will implement the following procedures: GALS staff will notify Panorama High School maintenance staff immediately of the COVID-19 case, who will then immediately clean and disinfect (according to CDPH standards) the areas used by any GALS staff during the high-risk exposure period.

### SHARED TOOLS, EQUIPMENT AND PERSONAL PROTECTIVE EQUIPMENT (PPE)

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

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by using school provided Clorox wipes and/or Lysol disinfectant spray. Employees are trained on this protocol.

### HAND SANITIZING

In order to implement effective hand sanitizing procedures, we:

* Evaluating handwashing facilities regularly.
* Determining the need for additional facilities as needed.
* Encouraging and allowing time for employee handwashing.
* Providing employees with an effective hand sanitizer, and prohibiting hand sanitizers that contain methanol (i.e. methyl alcohol).
* Encouraging employees to wash their hands for at least 20 seconds each time.

### 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.

**COVID-19 DAILY HEALTH CHECK QUESTIONS**

All employees and students (or their parents or guardians) are asked to perform a self-assessment prior

to leaving for school to identify fever or other COVID-19 symptoms. If the answer to the question, “Do

you agree to the statement below” is NO, employees and students must remain home and notify the

school of the absence.

Do you agree to the statements below?

1. I am feeling well.

2. I have not had any of the symptoms below in the last 14 days.

* Fever of 100 degrees or greater
* Shortness of breath or difficulty breathing
* Chills
* Fatigue (new or severe)
* Any of the following not due to a chronic condition:
  + Cough
  + Congestion or runny nose
  + Muscle or body aches
  + Headache
  + Sore throat
  + Nausea or vomiting
  + Diarrhea
  + New Loss of taste or smell

3. I have not been in close physical contact with anyone with these symptoms,

or a COVID-19 case, in the past 14 days.

4. I have not been informed by my medical provider that I have COVID-19 in the

past 14 days.

5. I have not had a positive COVID-19 test result in the past 14 days.

6. I am not currently under a quarantine or isolation order.

7. I have not traveled outside of Southern California in the past 10 days.

8. I have been as safe as possible.

If you answered NO, you must stay home and notify the school.

A check-in area for the Daily Health Check will be established on site with enough space to ensure privacy

and physical distancing markers every six feet. Daily upon arrival at the site, employees are to check in

for health screening with the administrator/designee prior to reporting to their classroom, office, post,

etc. and prior to beginning work on site.

The “Daily Health Screening Questions for COVID-19” shall be posted at all entrances so that they are

visible to visitors and employees prior to check in. For increased privacy, as each person approaches

check in, the administrator/designee asks a single question, “Do you agree with the statements listed?”

If an employee answers “NO” they may not stay on site and are to leave the site immediately and contact

their supervisor for further instructions on COVID-19 work option guidelines.

Temperature checks may also be taken at the check-in point for students, staff and visitors. If the

individual has a temperature of 100° F and above, they will be given an opportunity to step aside and

wait a minimum of 5 minutes to cool down and get their temperature checked again. If the temperature

for the individual remains at 100° F and above during the second attempt, the individual will not be

allowed on campus unless he or she is an unaccompanied student.

Adult visitors and staff who are not allowed entry, have a temperature of 100° F and above or who

report symptoms at any point during the school day are instructed to return home, self-isolate and keep

away from others until further instructions are given by the COVID-19 Compliance Officer.

Students who screen positive at entry, have a temperature of 100° F and above or who experience

symptoms at any point during the school day will be given a surgical mask and accompanied to the

designated isolation area where they can remain while arrangements are made for their return home.

The school COVID-19 Compliance Officer is informed of any positive screening results in the school and

will then coordinate response with the Community Engagement team.

Screening questions may change, based on updates from the LA County Department of Public Health.

Adult visitors and staff who are not allowed entry or who report symptoms at any point during the school

day are instructed to return home and keep away from others until further instructions are given by the administration.

## COVID TESTING

COVID-19 testing of all employees and students is conducted on a regular basis.

GALS LA is providing PCR test that is lab-based. Testing is provided to all at no charge to anyone receiving a test. Test kits have been procured from labs that are able to provide most test results within 24-36 hours. The samples collected are scanned, packaged and sent to the lab. Test results and demographic data collected during the testing process are shared with public health authorities in accordance with the law. All test results and data collected is stored in a secure database and kept private.

If an employee or student becomes symptomatic or tests positive, the employee or student

and household members who may have been exposed are given instructions to quarantine by the

Community Engagement team and are referred for testing.

Baseline testing will be conducted to inform a safe re-opening of in-person instruction. In the 7 days

prior to the reopening the school, all LA Unified students and staff who will be returning to the school

campus will be provided with a back-to-school baseline test. Students whose families choose for them

to remain on 100% online instruction and staff who are working remotely are not required to

participate in this testing program.

Students and staff who return to school campuses will participate in symptomatic and response

testing, in addition to weekly asymptomatic testing, offered on or near their school campus.

Additionally, if an outbreak occurs within a cohort, all cohort members are required to quarantine to limit the spread of the virus.

Staff and students are required to participate in the District’s COVID-19 testing program prior to entering GALS site, which includes testing of asymptomatic, symptomatic and exposed individuals.

## INVESTIGATING AND RESPONDING TO COVID-19 CASES

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

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

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

## SYSTEM FOR COMMUNICATING

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

* Who employees should report COVID-19 symptoms and possible hazards to, and how: Employees should report COVID-19 symptoms and possible hazards to their supervisor and/or Kelly Snyder, Director of Operations, and/or Carter Fonseca, Operations Coordinator, via phone, text, or email**.**
* That employees can report symptoms and hazards without fear of reprisal.
* If an employee with medical or other conditions that put them at increased risk of severe COVID-19 illness needs accommodations, the employee should reach out to their supervisor and/or Kelly Snyder, Director of Operations, and/or Carter Fonseca, Operations Coordinator, via phone, text, or email**.**
* Employees can access voluntary free COVID-19 testing through the LA County Department of Public Health or their health insurance provider. If the employee needs support finding testing locations, the employee can reach out to their supervisor and/or Kelly Snyder, Director of Operations, and/or Carter Fonseca, Operations Coordinator, via phone, text, or email**.**
* In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
* Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures will be communicated to employees on an as needed basis.

## TRAINING AND INSTRUCTION

We will provide effective training and instruction that includes:

* Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
* Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
* The fact that:
* COVID-19 is an infectious disease that can be spread through the air.
* COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
* An infectious person may have no symptoms.
* Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
* The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
* The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
* Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
* COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

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

## EXCLUSION OF COVID-19 CASES

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

* Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
* Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
* Continuing and maintaining an employee’s earnings, seniority, and all other employee rights and benefits whenever we’ve demonstrated that the COVID-19 exposure is work related. This will be accomplished via employer-provided employee sick leave benefits, and payments from public sources or other means of maintaining earnings, rights and benefits, where permitted by law and when not covered by workers’ compensation.
* 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.

**Individuals with Disabilities Education Act /Americans with Disabilities Act**

GALS is prepared for opening in the fall to provide FAPE in the least restrictive

environment (LRE) for each child. All students with disabilities will receive services according to their IEP.

In accordance with IDEA it is critical to reinforce the understanding that students receiving special

education services, or 504 accommodations are general education students first. Balancing the

educational needs with the health and well-being of students and staff is our top priority.

Every child and adolescent with a disability is entitled to FAPE, and is entitled to special education

services based on their individualized education program (IEP). It will ongoing review and problem

solving to balance safety and service needs. In order to provide the required level of safety, systems,

processes and service delivery models have been reviewed. Adherence to social distancing guidelines

will be followed as feasible except for instances when the services outlined in a specific IEP call for closer

proximity. This will be evaluated on a case-by-case basis. For example, additional provision of PPE

supplies to staff (gloves, gowns, face shields and Plexiglas d dividers) who are required to deliver handover

hand instruction or hygiene service needs for students.

**Timelines and Evaluations**

All IDEA/ADA compliance timelines will be followed on schedule and in accordance with IDEA/ADA

regulations. IEP Team meetings and 504 meetings that were missed due to the March school facility

closures will be rescheduled and conducted as soon as possible, if not already conducted. All IEP team

meetings and 504 meetings will be conducted virtually until the use of school facilities return to normal

operations.

**Service Provision**

Students attending in-person instruction will receive services as outlined in their IEP.

● Where possible, each student will be included into the Least Restrictive Environment. Special

education teachers supporting students in the general education setting will provide services

either remotely, or in person within the student’s established cohort or on a one to one in person

basis.

● Related service providers will provide services to students remotely via distance learning, or on

a one to one in-person basis as appropriate.

● Students from different cohorts will not be grouped together for pull-out services.

● The IDEA allows for flexibility in determining how to meet the individualized needs of students

receiving special education services. State guidelines for the delivery of special education and

related services will be implemented while protecting the health and safety of students as well

as the individuals providing the services.

● If a student is unable to access their education in person due to medical or other

circumstances, including the inability to wear a face covering, alternative means of

delivering these services will be provided.

● In the event that the Department of Public Health requires the level of mitigation that would

require the district to return to a full Distance Learning Model, each student will have an

Individualized Distance Learning Plan reinstituted that is in accordance with the IEP. FAPE will

continue to be provided.

● GALS LA will provide appropriate protective equipment relative to the responsibilities of all

Support Service Staff and disability needs.

● If a student in special education is unable to wear a face covering, alternative protection

strategies may be adopted. Other PPE will be considered to mitigate COVID-19 spread. Students

who are unable to wear face coverings are unable to cohort with other students. These students

may remain on distanced learning and may come onto campus for one-on-one specialized

services as needed.

● Staff will be supplied with protective equipment as appropriate, including masks, shields, gloves

and gowns.

● All Staff and students will receive training on the appropriate use of PPE and healthy hygiene

practices that are proven to mitigate the spread of COVID-19.

**504 Accommodations**

The 504 Plan is developed to ensure that a child who has a disability identified under ADA receives

appropriate accommodations that provides equitable access to the learning environment. All

accommodations within the 504 Plan will be followed. The team may need to provide other

accommodations to meet specific criteria under the reopening school plan. The Special Education team will review

504 Plans to make sure that students receiving accommodations have equitable access to their

education under the reopening plan. When required a 504 meeting will be held to provide appropriate

added accommodations.

## APPENDIX A: IDENTIFICATION OF COVID-19 HAZARDS

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

**Person conducting the evaluation**: ***(circle one)*** Kelly Snyder, Director of Operations, and/or Carter Fonseca, Operations Coordinator

**Date**: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name(s) of employee and authorized employee representative that participated**: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

## APPENDIX B: COVID-19 INSPECTIONS

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ Name of person conducting the inspection**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Work location evaluated:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Exposure Controls** | **Status** | **Person Assigned to Correct** | **Date Corrected** |
| **Engineering** |  |  |  |
| Barriers/partitions between workspaces |  |  |  |
| Ventilation (amount of fresh air and  filtration maximized) |  |  |  |
| Additional room air filtration |  |  |  |
| Physical guides, such as markers on floors and signs on walls, to promote social distancing. |  |  |  |
| Space seating at least 6 feet apart and turn desks to face in the same direction. |  |  |  |
| Water fountains are closed/only refill station available |  |  |  |
| **Administrative** |  |  |  |
| Physical distancing |  |  |  |
| Surface cleaning and disinfection  (frequently enough and adequate  supplies) |  |  |  |
| Hand washing facilities (adequate  numbers and supplies) |  |  |  |
| Disinfecting and hand sanitizing solutions being used according to manufacturer instructions |  |  |  |
| **PPE** (not shared, available and being worn) |  |  |  |
| Clean and new face coverings are available for staff/visitors |  |  |  |
| Gloves are available for staff |  |  |  |
| Face shields are available for staff for use in addition to face masks |  |  |  |

## APPENDIX C: INVESTIGATING COVID-19 CASES

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

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

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of person conducting the investigation**: *(circle)* Kelly Snyder, Director of Operations and/or Carter Fonseca, Operations Coordinator

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **COVID-19 Case Investigation Information** | | | | | |
| **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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Person that conducted the training**:*(circle)* Kelly Snyder, Director of Operations and/or Carter Fonseca, Operations Coordinator

|  |  |
| --- | --- |
| **Employee Name** | **Signature** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

## ADDITIONAL CONSIDERATION #1: MULTIPLE COVID-19 INFECTIONS AND COVID-19 OUTBREAKS

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

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

### COVID-19 TESTING

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

### EXCLUSION OF COVID-19 CASES

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

### INVESTIGATION OF WORKPLACE COVID-19 ILLNESS

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

### COVID-19 INVESTIGATION, REVIEW AND HAZARD CORRECTION

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

The investigation and review will be documented and include:

* Investigation of new or unabated COVID-19 hazards including:
  + Our leave policies and practices and whether employees are discouraged from remaining home when sick.
  + Our COVID-19 testing policies.
  + Insufficient outdoor air.
  + Insufficient air filtration.
  + Lack of physical distancing.
* Updating the review:
  + Every thirty days that the outbreak continues.
  + In response to new information or to new or previously unrecognized COVID-19 hazards.
  + When otherwise necessary.
* Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
  + Moving indoor tasks outdoors or having them performed remotely.
  + Increasing outdoor air supply when work is done indoors.
  + Improving air filtration.
  + Increasing physical distancing as much as possible.
  + Respiratory protection.
  + [describe other applicable controls].

### NOTIFICATIONS TO THE LOCAL HEALTH DEPARTMENT

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

## ADDITIONAL CONSIDERATION #2: MAJOR COVID-19 OUTBREAKS

**[This section will need to be added to your CPP should your workplace experience 20 or more COVID-19 cases within a 30-day period. Reference section 3205.2 for details.]**

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

### COVID-19 TESTING

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

### EXCLUSION OF COVID-19 CASES

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

### INVESTIGATION OF WORKPLACE COVID-19 ILLNESSES

We will comply with the requirements of our CPP I**nvestigating 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.**