

COVID-19 Prevention Program (CPP)

Soledad Unified School District

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

Date: March 26, 2021

Authority and Responsibility

The Superintendent 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.

School site principals and MOTF personnel will regularly monitor school and district facilities to identify any COVID hazards which may exist. MOTF has installed comprehensive modifications, apparatus and equipment to reduce COVID hazards in school and district facilities.

Employee Participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by:

Communicating with their immediate supervisor, the director of MOTF or the human resources department, sharing concerns about facilities, safety protocols or other concerns.

Employees are encouraged to report any signs of illness throughout the day. If staff identifies students who are not of an age or may have a disability that prevents them from reporting an ill-health condition, school employees will take appropriate measures to address the situation by contacting an administrator immediately to report a health concern of any individual on the campus. Any staff member not comfortable reporting a health concern of another staff member to the site administrator or supervisor may contact Human Resources directly either by email or phone. Staff will address students exhibiting signs of illness by isolating the student until a parent or guardian can pick them up. Staff showing signs of illness will be sent home.

Staff may provide input on COVID-19 related topics during meetings including STA meetings, CSEA meetings, PLCs, COVID-related meetings, grade/subject-level meetings and site leadership team meetings.

Employee Screening

We screen our employees by:

Establishing wellness stations at the entrance to each school site and district building. The District has been actively implementing the assessment of conditions for staff since the onset of the pandemic and will continue to follow the CDPH guidelines regarding these procedures. Staff will have their temperature taken using touchless thermometers and asked pertinent questions regarding their health as well as if they have traveled outside of the country. All staff will be required to wear a face mask while at District facilities. Hand washing protocols will be implemented with staff which will include signage distribution at all District facilities. Staff who are exhibiting signs of illness or traveled outside of the country will not be allowed access to the site. Any staff member who develops symptoms during the workday will report their illness to their supervisor and exit the site. The supervisor will contact Human Resources to begin contact tracing. MOT department will be notified of additional sanitation needs of the location that the employee was present at on the given day. Wellness station personnel will be provided PPE including face masks and protective gloves.

WELLNESS STATION PROTOCOLS

Before Screening: Provision of hand sanitizer, face masks and protective gloves as well as a thermometer. Signage will be provided for social distancing, face mask wearing and hand sanitizing.

During Screening: Ensure all persons are screened upon arrival at a school site / district building. Ensure social distancing of those waiting in line. Disinfect equipment and areas as needed between screenings.

After Screening: Disinfect areas and equipment. Dispose of used PPE. Wash hands.

COVID-19 EMPLOYEE/VISITOR SCREENING QUESTIONNAIRE AND GUIDELINES

Those designated to screen employees and students shall maintain confidentiality regarding screenings.

Questions to be asked at screening stations:

1. Have you traveled outside California or the United States in the past 10 days? (If yes, report any symptoms; those who have traveled outside the U.S. may be subject to quarantine, and may not be allowed onto campus or into a district building).
2. Have you had a positive COVID-19 test in the last 10 days? (If yes, person should be advised to stay home)
3. In the last 10 days, have you had contact with anyone that you know has been diagnosed with COVID-19, meaning within 6 feet for more than 15 minutes? (If yes, advise the person to stay home and quarantine and contact a medical provider or county health department for further guidance)

4. Have you had any of the following symptoms in the last 24 hours? Fever or chills, Cough, Shortness of breath or difficulty breathing, fatigue, Muscle or body aches, Headache, Loss of taste or smell, Sore throat, Congestion or runny nose, Nausea or vomiting, Diarrhea? (If yes tell the employee or student to stay home and monitor symptoms; if they persist or get worse, they should contact their health provider.)
5. Advise the employee, student or visitor if s/he feels any symptoms while on school/district site, administration should be notified immediately.

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the Appendix B: COVID-19 Inspections form, and corrected in a timely manner based on the severity of the hazards, as follows:

The district will address unhealthy conditions, protocols and resources as follows:

FACILITIES: Missing or improperly installed partitions, inadequate ventilation shall be reported to the director of MOTF by the site principal or building administrator. MOTF will secure missing items and/or take corrective action.

ADMINISTRATIVE: Health protocols such as physical distancing, improper use of or inadequate supplies of PPE and sanitizer shall be reported to the site principal or building administrator. The responsible administrator will take steps to reestablish correct protocols and/or PPE and other supplies.

The district is currently utilizing a work order system to respond to employee and department requests for equipment such as Barriers/ Partitions, Ventilation, and/or Air Filtration Systems. This same system is being utilized for the ordering of necessary Personal Protective Equipment such as Face Coverings, Gloves, Face Shields, Goggles, Floor Marking Decals and if needed, Respiratory Protection Equipment. The Maintenance, Operations, and Transportation (MOT) Department is responsible for the oversight of this work order system. The District's MOTF Department is also responsible for ordering district-wide supplies for all cleaning products, such as Hand Washing Systems, Solutions, and Surface Cleaning and Disinfecting products to ensure adequate supplies are on hand and re-ordered. Individual requests are assessed and fulfilled via this work order system based on severity of the hazard. The District will install MERV #13 filters or filters with the highest efficiency allowable with the specified HVAC systems. The district will install iWave devices in HVAC systems to neutralize viruses including COVID-19.

The Human Resources Department as well as individual Site Departments will share frequent reminder notices on Physical distancing protocols and procedures.

Controls of COVID-19 Hazards

Physical Distancing

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

As of the date of this report, the District has been practicing responsible social distancing protocols. Certificated staff have been allowed to work from home. Administrators work modified schedules to reduce staff interaction. Classified staff have worked on limited rotation schedules to reduce staff interactions. All school sites have had reduced office hours. As schools move toward reopening, employee work schedules may be adjusted back to previous time frames in a safe manner.

Departments that do require staff to be present have been restructured to allow for socially distanced workspaces through the installation of partitions, or alternative work locations. Staff does not use staff lounges or other gathering areas. All District facilities are closed to the public. Delivery persons are instructed to leave deliveries at a designated location, if delivery persons need to enter a location, their temperature is taken and they follow the health screening criteria.

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.

All employees are required to wear face coverings. If an employee does not have a face covering they will be provided one. Face shields are also provided for any staff member who feels they need extra protection. If an employee encounters any person not wearing a face covering they are to report the situation to their immediate supervisor who will address the issue immediately. The District takes additional precautions by instructing staff to keep a six foot distance from any other person even with a face mask on. Signage is displayed at all District facilities to support the proper wearing of PPE as well as safe social distancing.

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 wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons.

Engineering controls

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

When maintaining a six-foot distance from another person is not possible, all District facilities have installed plexiglass barriers to protect the staff and the public. Partitions have been installed at various work locations. Staff lounges as well as meetings rooms are not to be used as a place to gather. The Districts conducts virtually all meetings through a virtual platform to avoid in-person interactions. Staff lounges are visited by allowing one or two employees at a time. Alternative work locations have also been provided to support social distancing for staff.

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

Implementing the following measures as feasible, the quantity of outside air for our buildings with

mechanical or natural ventilation systems by the following actions:

- Properly maintaining and adjusting the ventilation system
- When possible, increasing filtration efficiency to the highest level compatible with the

existing ventilation system.

- Changing air filters bimonthly.
- Providing portable HEPA grade air filters for all spaces that are sized

appropriately based on the air circulation and turnover rate of the mechanical system.

- Providing immediate repair to all operable windows to ensure proper function and can be

opened to maximize outside air flow to internal spaces.

- Regularly changing all mechanical unit filters, both permanent and temporary, or after an event that requires an immediate change such as a wildfire or

any other event that results in higher than normal airborne toxins.

- Providing temporary shade structures and tents to increase the opportunity to use

outside spaces.

- Allowing for doors and windows to remain open for increased air circulation

Cleaning and disinfecting

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

The District has sufficient school cleaning supplies that do provide adequate and continuous disinfecting measures. The District has purchased portable sanitation foggers to effectively sanitize District facilities, this will reduce the cleaning time that the custodial staff will need for cleaning. School facilities and shared equipment such as computers, door handles, light switches, and other frequently used equipment and supplies shall be cleaned and disinfected daily with appropriate cleaning agents. Hand sanitizers will be available in all classrooms, offices, and District facilities for easy access. Touchless soap dispensers, towel dispensers, and faucets have been installed in all District facility restrooms. Custodial staff is continually trained on the use of cleaning materials and proper use procedures. As new cleaning techniques, solutions, materials, and procedures become available, the supplying vendors conduct training sessions for staff and supervisors.

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

When a Covid positive case is reported Human Resources is immediately notified. HR reaches out to the employee and begins tracing. All persons who were in contact with the Covid positive person are sent home to quarantine. Once all the information is gathered, HR communicates with the maintenance department and provides details to the Director as to the area(s) that were visited by the Covid positive person was. The location is closed off and sanitation of the location is conducted. The maintenance department uses cleaning solutions that are approved for the cleaning and disinfecting of Covid exposure. Desks, tables, computers, door handles, light switches, and other frequently used equipment will be cleaned and disinfected.

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:

regular cleaning and disinfecting with approved cleaners. School facilities, school buses, and shared equipment such as desks, tables, computers, door handles, light switches, and other frequently used equipment and supplies shall be cleaned and disinfected daily with appropriate cleaning agents by the custodial staff. All staff is provided with appropriate materials for wiping surfaces (inside door knobs, pencil sharpeners, etc.) to maintain clean and safe work environments.

Staff do not share vehicles, all staff reports directly to their work location using their own vehicle. District vehicles are assigned to specific employees and are not shared. All restrooms have touch free faucets, soap dispensers, and towel dispensers. All District facilities have hand sanitizers in areas that are easily accessible to staff. All District facilities post signage that displays proper handwashing procedures.

Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

Evaluate handwashing facilities.

Determine the need for additional facilities.

Encourage and allowing time for employee handwashing.

Provide employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).

Encourage employees to wash their hands for at least 20 seconds each time.

Set up handwashing stations outside of classrooms on school sites, which will include paper towels

Post of signage encouraging handwashing and health hygiene practices

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.

The District provides PPE (gloves, face shields, smocks, and face covering) to all employees. In the event that an employee requires respiratory protection or additional eye protection, the District will provide any additional requested PPE for any employee.

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:

Processed as follows:

- Notify the Monterey County Health Department and provide all related information they

request. The information will be documented on the attached Appendix C: Investigating

COVID-19 Cases form

- Isolate the employee and exclude from work for 10 days from symptom onset or test date.
- Human Resources will conduct contact tracing
- Those employees who are determined to have had contact with the identified employee will be quarantined from work for 10 days from the date the case was present at

work.

- All employees that have been identified as close contacts will be contacted and recommended to test.
- Disinfection and cleaning of classroom and primary spaces where the case spent

significant time will occur. Notice of the potential COVID-19 exposure will be provided within

one business day, in a way that does not reveal any personal identifying information of the

sick individual(s), to the following individuals:

- All employees who may have had COVID-19 exposure and their authorized

representatives (Appendix E: District-wide Cal/OSHA notice) if any; and

- Any employees, independent contractors and other employers present at the

workplace during the high-risk exposure period (Appendix F: Notice of Exposure).

Employees who had potential COVID-19 exposure (“Close Contact”) in the workplace will be provided with the information on any COVID-19-related benefits to which the employee may be entitled under applicable federal, State, or local laws (e.g. any benefits available under workers’ compensation law, statutory paid sick leave benefits, and the District’s leave policies, and leave guaranteed by contract). All employees who had potential COVID-19 exposure in the workplace will be allowed to test during their work hours as scheduled by their physician or laboratory.

As part of the investigation process, the District will investigate whether any workplace conditions could have contributed to the risk of COVID-19 exposure and determine what can be done to reduce exposure to COVID-19 hazards in the future. All personal identifying information relating to individuals with confirmed COVID-19 cases and/or individuals who are experiencing COVID-19 symptoms will remain confidential.

The District is implementing COVID testing at no cost to our employees. We are working in collaboration with the Monterey County Office of Education to begin this process. The cost will be billed to health insurance for employees who have medical benefits. For employees who do not have medical insurance the State is covering the cost of the testing.

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:

When an employees receives notification that they have been exposed to a COVID positive person or have tested positive for COVID, they contact Human Resources at 831-678-3950 or nquinonez@soledad.k12.ca.us to report their case. Human Resources has designated one person within the department to be the COVID case manager. Upon receiving the report the contact tracing process will begin to determine if any other staff has been exposed or District facility needs to be shut down and sanitized. Affected staff will be placed on quarantined for the prescribed amount of time.

- 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:

When community testing sites become available the District shares this information with staff members. The District also works in collaboration with local health clinics and the Monterey County Office of Education to provide testing opportunities for our staff members.

- 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.

The District has implemented COVID-19 testing for all staff members at no cost during their working schedule. Testing is available on Tuesdays and Thursdays, 8:00am-12:30pm at Main Street Middle School and will be scaled up to other sites based upon employee interest and participation.

- 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.

Staff have worked reduced hours to ensure that exposure to COVID is reduced. District locations are cleaned and sanitized daily. Staff is provided updated information as it becomes available through the Monterey County Health Department.

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.

Employees will receive training in safety protocols as they become available and staff returns to their work locations. Training will address use of PPE, social distancing, frequent hand-washing and other protocols. The training will also include safety procedures for washing of hands, coughing in the elbow, disposal of Kleenex, no sharing of food or drinks, wiping down sink areas after use, and maintaining social distancing. The district shall provide hand sanitizer available in all work areas.

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

In the event it is necessary for an employee to self-quarantine because of his/her own COVID illness, the employee shall be allowed to use any available leaves. The employee continues to be on paid status, maintaining his/her benefits and seniority. If the employee exposes a colleague, the colleague is asked to quarantine for either 14 days at home or until HR contacts him/her with results of a negative test. The person that was exposed does not use his/her leaves.

- 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.

We will report all COVID-19 Cases to our Workers Compensation Carrier through a portal which the reporting is extended to Cal/OSHA

Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:

COVID-19 Prevention Program

- At least 24 hours have passed since a fever of 99.5 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.

Marilyn Cline, Executive Director of Human Resources

Title of Owner or Top Management Representative

Signature

Date

Appendix A: Identification of COVID-19 Hazards

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

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

Person Conducting the Evaluation:

Date:

Name(s) of Employees 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: Site Administration and/or MOT

Work Location Evaluated: Various Sites

| Exposure Controls | Status | Person Assigned to Correct | Date Corrected |
|---|---------|-------------------------------------|----------------|
| Engineering | | | |
| Barriers/Partitions | Ongoing | MOT Personnel | |
| Ventilation (amount of fresh air and filtration maximized) | Ongoing | MOT HVAC Personnel | |
| Additional room air filtration | Ongoing | MOT | |
| Screening equipment and technology (temperature takers, temperature kiosks, etc.) | Ongoing | Site principals / DO administrators | |

| Exposure Controls | Status | Person Assigned to Correct | Date Corrected |
|--|---|----------------------------------|----------------|
| Administrative | | | |
| Physical distancing | Maintaining 6ft apart | HR Department and site personnel | |
| Surface cleaning and disinfection (frequently enough and adequate supplies) | Continuous Employee at each work area | MOT and site personnel | |
| Hand washing facilities (adequate numbers and supplies) | Continuous | MOT and site personnel | |
| Disinfecting and hand sanitizing solutions being used according to manufacturer instructions | Continuous Motion hand sensor | MOT and site personnel | |
| Social Distancing Floor Decals | Continuous | MOT and site personnel | |

| Exposure Controls | Status | Person Assigned to Correct | Date Corrected |
|---|---|--|----------------|
| PPE (not shared, available and being worn) | | | |
| Face coverings (cleaned sufficiently often) | Available for staff and others that may need them | MOT Department/Site Administration or Site Secretary | |

| | | | |
|---|---|--|--|
| Gloves | Available for staff and others that may need them | MOT Department/Site Administration or Site Secretary | |
| Face shields/goggles | May be available if requested or needed | MOT Department/Site Administration or Site Secretary | |
| Respiratory protection | One will be made available upon request | MOT Department/Site Administration or Site Secretary | |
| Plexiglas shields and partitions available and in place | Made available upon request / work order | MOTF Director | |

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: Human Resources Department - The following information is kept in a confidential data base within the Human Resources Department

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

| | | | |
|---|---|---|---|
| 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:

Name of Person Conducting the Training: Dave Autorre, Cynthia Blass, & Rachana Patel

| Employee Name | Signature |
|---|--|
| Offered to all district staff during Professional Development, October 9, 2020 |  |
| Offered to all district staff during Professional Development, January 11, 2021 |  |

Additional Consideration #1

Multiple COVID-19 Infections and COVID-19 Outbreaks

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

COVID-19 testing

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

Exclusion of COVID-19 cases

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

Investigation of workplace COVID-19 illness

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

COVID-19 investigation, review and hazard correction

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

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
 - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
 - Our COVID-19 testing policies.
 - Insufficient outdoor air.
 - Insufficient air filtration.
 - Lack of physical distancing.
- Updating the review:
 - Every thirty days that the outbreak continues.
 - In response to new information or to new or previously unrecognized COVID-19 hazards.
 - When otherwise necessary.

- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
 - Moving indoor tasks outdoors or having them performed remotely.
 - Increasing outdoor air supply when work is done indoors.
 - Improving air filtration.
 - Increasing physical distancing as much as possible.
 - Respiratory protection.

We will provide the local bargaining representatives with tracing information as applicable

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 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

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:

The Soledad Unified School District does not provide employee housing.

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

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.