

# 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:** August 16, 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 implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Document the vaccination status of our employees by using **Appendix E: Documentation of Employee COVID-19 Vaccination Status**, which is maintained as a confidential medical record.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Develop COVID-19 policies and procedures to respond effectively and immediately to individuals at the workplace who are a COVID-19 case to prevent or reduce the risk of transmission in the workplace.

BP 0470 Philosophy, Goals, Objectives and Comprehensive Plans - Covid-19 Mitigation Plan

The following policy establishes actions that will be taken by the district to provide a safe learning and working environment during the coronavirus (COVID-19) pandemic, and shall supersede any conflicting language in existing district policies or administrative regulations until the Board of Trustees determines that the need for this policy no longer exists. The Board acknowledges that, due to the evolving nature of the pandemic, federal, state, and local orders impacting district operations are subject to change without notice. In the event that any federal, state, or local order may conflict with this policy, the order shall govern.

The Board may also adopt resolutions or take other actions as needed to respond to such orders or provide further direction during the pandemic.

The Board recognizes that students and staff have the right to a safe campus that protects their physical and psychological health and well-being. School campuses shall only be open when deemed safe for in-person instruction. The Board's decision to reopen school campuses for classes, before or after school programs, child care

centers, and/or preschool programs shall be made in consultation with state and local health officials, the county office of education, and neighboring school districts. The district shall evaluate its capacity to implement safety precautions and to conduct full or partial school operations, and shall consider student, parent/guardian, and community input.

Prior to the return to on-campus teaching and learning, the Superintendent or designee shall provide to students, parents/guardians, and staff current information about COVID-19, including its symptoms, how it is transmitted, how to prevent transmission, the current recommendations from the state and local departments of public health, and any other information and/or resources to prepare for a safe return to on-campus teaching and learning. The Superintendent or designee shall also provide information on the processes and protocols the district will follow to minimize the health risks associated with COVID-19, including, but not limited to, physically separating individuals (social distancing), limits on large gatherings, the provision of personal protective equipment (PPE) such as masks and gloves, and the sanitization of facilities.

### Social Distancing

In order to maintain a campus environment that allows for social distancing, the district shall assess the capacity of school facilities, including classrooms, cafeterias, multi-purpose rooms, gyms, and outdoor areas, and determine the means by which the facilities can best be utilized considering space and time alternatives. To the extent reasonably possible, the district may:

1. Within classrooms, space desks at least six feet apart and position them in a way that limits students facing each other
2. Mark six-foot boundaries within classrooms, common areas, outdoor spaces, and places where students are likely to gather so that students and staff are more readily aware of and can more easily abide by social distancing requirements
3. Utilize restroom stalls and sinks in a manner that allows for social distancing, such as limiting the number of students and/or staff who may use the restroom at a time, blocking off every other stall or sink from use, and/or marking six-foot boundaries
4. Minimize the mixing of students from different classrooms in common spaces, such as in cafeterias and libraries
5. Conduct recess and physical education classes in a manner that allows for social distancing and minimizes the use of physical education equipment
6. Assess the capacity of school buses and develop a plan for bus routes and bus seating consistent with social distancing objectives
7. Encourage students to walk, bicycle, or travel by private vehicle to reduce the number of students traveling on school buses. Schools may provide designated areas with proper distancing for bicycles to be stored during the school day and may mark spaces for private vehicle drop-off and pick-up zones.

Large gatherings, such as assemblies, rallies, field trips, extracurricular activities, and athletic events, shall follow current CDPH guidelines that ensure safe activities. The Superintendent or designee will work with administrators to ensure that all activities will be coordinated in a manner that would keep participants from violating social distancing recommendations. Safety considerations will include the size of the group that participates to the extent to which the students and other attendees have physical contact, whether the activity can be modified to avoid physical contact if shared equipment is required for the activity, and if social distancing can be maintained.

### Personal Protective Equipment and Hygiene Practices

The Board encourages students, staff, and visitors to wear PPE while on school campuses or school buses, especially in high-traffic areas and/or when social distancing is not possible. If the use of PPE in schools is required by state or local health officials, the district shall provide PPE to students and staff who do not bring their own personal PPE.

Students and staff shall be provided instruction in the proper use, removal, disposal, and cleaning of PPE. The District will work in consultation with local health officials, the county office of education, and neighboring school districts on the use of face coverings for students and staff.

Reasonable accommodations shall be made for anyone who is unable to wear a face-covering for medical reasons and will be subject to provide documentation and participate in an interactive meeting to determine suitable reasonable accommodations.

The Board also encourages students and staff to practice good hygiene, such as the appropriate covering of coughs and sneezes and regular hand washing of at least 20 seconds, including before eating and after blowing one's nose, coughing, or sneezing. The district shall provide adequate time and opportunity for students to wash hands, and shall make hand sanitizer available in areas where handwashing is less accessible. Signage regarding healthy hygiene practices and how to stop the spread of COVID-19 may be posted in and around school facilities.

#### Sanitization of Facilities and Equipment

School facilities, school buses, and shared equipment such as desks, tables, sports/playground equipment, computers, door handles, light switches, and other frequently used equipment and supplies shall be cleaned and disinfected daily with appropriate cleaning agents. Disinfectants and cleaning agents shall be stored properly and in a manner not accessible to students.

The Superintendent or designee shall ensure that ventilation systems are operating properly and that air flow and ventilation within district facilities is increased, to the extent possible, by opening windows and doors and using fans and air conditioning. Garbage shall be removed daily and disposed of safely.

#### Food Services

The Superintendent or designee shall ensure that students have access to clean drinking water other than through a drinking fountain, and food which is procured, stored, and served in a manner that reduces the likelihood of COVID-19 transmission and follows state and national guidelines for nutrition.

For meals that are consumed on school grounds, the Superintendent or designee shall ensure that students will be able to maintain proper social distancing while eating. In order to do so, the Superintendent or designee may consider the consumption of meals in classrooms, gyms, the outdoors, and/or other district grounds.

Meal service shall also be available to students participating in Independent Study which may include and/or entirely consist of a "grab and go" service or delivery.

Due to the changing financial circumstances of many families as a result of COVID-19, the Superintendent or designee shall regularly provide information to students and parents/guardians regarding the free and reduced-price meal program, eligibility, and how to apply for the program.

#### Staff

In the event that employees are unable to perform their duties due to partial or full closure of campuses, the Board shall compensate employees as permitted by law.

Any employee who is not vaccinated, contracts the virus, shows symptoms of possible infection, or is caring for someone who has been diagnosed with the virus shall self-quarantine for the period of time recommended by health authorities in order to prevent the spread of the disease to students or other staff.

An employee may use personal illness and injury leave and/or family care and medical leave, or available Covid leave as applicable, if the employee is unable to work or telework because the employee is ill or needs to take care of a spouse, parent/guardian, or child with COVID-19 or other serious health condition. (Education Code 44978, 45191; Government Code 12945.1-12945.2; Labor Code 245-249; 29 USC 2601-2654)

## Follow-Up with Infected Persons/Contact Tracing

The Superintendent or designee shall work with county health officials to track confirmed cases of students and staff with COVID-19, including, but not limited to, following up with students, their parents/guardians, and staff who exhibit symptoms while at school and those who report an absence or miss work due to illness. The Superintendent or designee shall report confirmed cases to local health authorities.

If a student, or staff member has tested positive for COVID-19, the district shall assist local health officials in conducting contact tracing to identify potentially exposed individuals and ask them to self-quarantine, which may include not participating in on-campus instruction. While maintaining the privacy of the infected person, the district shall inform other students and staff with whom the infected person may have had contact in school.

## Nondiscrimination

The Board prohibits discrimination based on an actual or perceived medical condition or disability status. (Government Code 11135)

Individual students and staff shall not be identified as being COVID-positive, nor shall students be shamed, treated differently, or denied access to a free and appropriate public education because of their COVID-19 status or medical condition. Staff shall not disclose confidential or privileged information, including the medical history or health information of students and staff. (Education Code 49450)

The Superintendent or designee shall investigate any reports of harassment, intimidation, and bullying targeted at any student based on COVID status, exposure, or high-risk status.

## Community Relations

The Superintendent or designee shall use a variety of methods to regularly communicate with students, parents/guardians, and the community regarding district operations, school schedules, and steps the district is taking to promote the health and safety of students. In addition, the members of the Board have a responsibility as community leaders to communicate matters of public interest in a manner that is consistent with Board policies and bylaws regarding public statements.

The district shall continue to collaborate with local health officials and agencies, community organizations, and other stakeholders to ensure that district operations reflect current recommendations and best practices for keeping students, staff, and visitors safe during the COVID-19 state of emergency. The Superintendent or designee shall keep informed about resources and services available in the community to assist students and families in need.

While the Board recognizes the rights of parents/guardians to participate in the education of their children and the critical importance of parental involvement in the educational process, all visitors and volunteers are encouraged to respect guidelines regarding social distancing and large gatherings. School visitors and volunteers shall be limited in number and expected to observe all district protocols for COVID-19. The Superintendent or designee may place signage around the school advising that visitors and volunteers may be required to use PPE while on school sites and interacting with school personnel, and may keep a supply of such equipment available for their use.

## Potential Reclosure of Campus

The district shall monitor student and staff absences and data provided by local health officials to determine if there is a risk of resurgence of COVID-19 and a need to reclose school campuses for the protection of students, staff, and the community. The Superintendent or designee shall develop plans and procedures for alternative methods of operations to the extent possible in the event that reclosure becomes necessary.

If any person diagnosed with COVID-19 is known to have been in district building(s), the Superintendent or designee shall immediately notify local health officials to determine a course of action. The building should be closed until

cleaning and disinfecting of the building can be completed and the district can consult with local health officials to determine, based on up-to-date information about the specific cases in the community, whether an extended closure is needed to stop or slow further spread of COVID-19.

If local health officials report that there has been no community transmission of COVID-19, or minimal to moderate transmission in the community, school campuses may not necessarily be closed, but the district shall continue to take all preventative measures described in this policy.

If local health officials report substantial community transmission of COVID-19, campus closures of more than two weeks may be necessary, and the Superintendent or designee shall cancel group activities and events during that period. Campuses shall not reopen until recommended by local health officials.

- 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 and evaluate 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.

Staff showing signs of illness will be asked to report to the District operated testing center located at Main Street Middle School to receive a rapid test. If test results are positive the staff member will not report back to their work location. If the test results are negative the staff member can return back to their work site. All staff will log their absence into the AESOP system.

### **Employee Screening**

We screen our employees and respond to those with COVID-19 symptoms 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 complete an Employee COVID Pre-Screening Survey on a daily basis, prior to arriving to work. The survey will be emailed to employees daily at 6:00 am. 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 be asked to report to the District operated testing center located at Main Street Middle School to receive a rapid test. If test results are positive the staff member will not report back to their work location, contact tracing will begin. If the test results are negative the staff member can return back to their worksite. All staff will log their absence into the AESOP system. 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

Provision of hand sanitizer, face masks, and protective gloves, as well as a thermometer, will be at each entrance.

Signage will be provided for social distancing, face mask-wearing, and hand sanitizing.

All persons are self 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 VISITOR SCREENING QUESTIONNAIRE AND GUIDELINES

Those designated to visitors 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 are 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, and Floor Marking Decals. 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 has installed MERV #13 filters or filters with the highest efficiency allowable with the specified HVAC systems. The district has installed 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**

### **Face Coverings**

We provide clean, undamaged face coverings and ensure they are properly worn by employees that are not fully vaccinated when they are indoors or in vehicles, and where required by orders from the California Department of Public Health (CDPH).

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.

Employees required to wear face coverings in our workplace may remove them under the following conditions:

- When an employee is alone in a room or a vehicle.
- While eating or 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 feasible.
- Employees are required to wear respirators in accordance with our respirator program that meets section 5144 requirements.
- 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. Such employees will wear an effective, non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition permits it.
- Specific tasks that cannot feasibly be performed with a face covering. This exception is limited to the time in which such tasks are being performed.

Any employee not wearing a required face covering or allowed non-restrictive alternative, will be at least six feet apart from all other persons unless the unmasked employee is either fully vaccinated or tested at least weekly for COVID-19.

We will not prevent any employee from wearing a face covering when it is not required unless it would create a safety hazard, such as interfering with the safe operation of equipment.

Face coverings will also be provided to any employee that requests one, regardless of their vaccination status.

### **Engineering controls**

For indoor locations, using Appendix B, we identify and evaluate how to maximize, to the extent feasible, ventilation with outdoor air using the highest filtration efficiency compatible with our existing ventilation system, and whether the use of portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems, would reduce the risk of transmission by:

District MOTF staff have installed plexiglass barriers in offices to protect the staff and the public. Partitions have been installed at various work locations. The Districts may conduct meetings through a virtual platform to reduce in-person interactions.

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 and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, phones, headsets, bathroom surfaces, and steering wheels:

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.

### **Hand sanitizing**

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 section 3380, and provide and ensure use of such PPE as needed.

Upon request, we provide respirators for voluntary use to all employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person.

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.

We provide and ensure use of respirators in compliance with section 5144 when deemed necessary by Cal/OSHA.

We also provide and ensure use of eye and respiratory protection when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

### **Testing of symptomatic employees**

We make COVID-19 testing available at no cost to employees with COVID-19 symptoms who are not fully vaccinated, during employees' paid time.

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

We have developed effective procedure to investigate COVID-19 cases that include seeking information from our employees regarding COVID-19 cases, close contacts, test results, and onset of symptoms. This is accomplished by using the **Appendix C: Investigating COVID-19 Cases** form.

We also ensure the following is implemented:

#### **STUDENT COVID-19 EXPOSURE**

If a student has close contact exposure as determined through contact tracing or reporting, the district will follow CDPH K-12 guidance to determine the need for and length of quarantine. Close contact: within 6 feet of a person with a confirmed case of COVID-19 for a cumulative 15 minutes over a 24-hour period, regardless of face coverings.

For students vaccinated, regardless of face coverings:

- No quarantine or testing unless symptoms develop
- If symptoms\* develop, quarantine and COVID-19 test\*\*
- If positive test, isolate 10 days from symptom onset
- If positive test, contact trace for additional exposure starting 2 days prior to symptom onset

For students unvaccinated, wearing face coverings

- Attend school with face covering if no symptoms (exclude from sports, extracurricular and school activities)
- Test student twice weekly during 10 days following exposure date\*\*
- If a positive test or symptomatic\*, isolate 10 days from test date or symptom onset
- If a positive test, contact trace for additional exposure starting 2 days prior to symptom onset

For students unvaccinated, not wearing face coverings (case or close contact without)

- Quarantine (exclude from school) for 10 days from exposure date
- If test negative after Day 5 from exposure date, may release from quarantine after Day 7\*\*
- If symptomatic and no test is completed, release from quarantine after Day 10 from exposure date
- Self-monitor symptoms\* through Day 14 from exposure date and wear face-covering, wash hands, avoid crowds

\*If COVID-19 symptoms develop, isolate for 10 days from symptom onset and test after Day 5 from exposure.

\*\*If testing is refused, modified quarantine is not allowed.

#### **EMPLOYEE COVID-19 EXPOSURE**

In the event of close contact exposure as determined through contact tracing, follow Cal/OSHA guidance to determine

the need for quarantine and exclusion from work. Close contact: within 6 feet of a person with a confirmed case of COVID-19 for a cumulative 15 minutes over a 24-hour period, regardless of face coverings.

For employees vaccinated, regardless of face-covering:

- No quarantine unless symptoms\* develop
- If symptoms\* develop, quarantine and get tested for COVID-19
- Recommend COVID-19 test after Day 5
- If positive test, isolate for 10 days from test date or symptom onset (if symptomatic)
- If positive test, contract trace for additional exposure starting 2 days prior to symptom onset

For employees unvaccinated regardless of face-covering:

- Quarantine for 10 days from exposure
- Self-monitor for symptoms\* for 10 days from exposure date
- Recommend COVID-19 test after Day 5
- If positive test, isolate for 10 days from test date or symptom onset (if symptomatic)
- If positive test, contact trace for additional exposure starting 2 days prior to symptoms onset

\*If COVID-19 symptoms develop, isolate for 10 days from symptom onset and test after Day 5 from exposure.

\*\*If testing is refused, modified quarantine is not allowed.

COVID Cases are to 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 them from work for 10 days from symptom onset or test date.
- Human Resources will conduct contract 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, possible close contacts and hazards to, and how.

When an employee 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](mailto: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 quarantine for the prescribed amount of time.

- That employees can report symptoms, possible close contacts and hazards without fear of reprisal.
- How employees with medical or other conditions that put them at increased risk of severe COVID-19 illness can request accommodations.

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.

- Access to COVID-19 testing when testing is required.

The District has implemented COVID-19 testing for all staff members at no cost during their working schedule. Monday, Wednesday, Thursdays from 8:00am to 1:00pm at Main Street Middle School. Testing is also available at the Soledad Medical Clinic.

- The COVID-19 hazards employees (including other employees 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.

District locations are cleaned and sanitized daily. Staff is provided updated information as it becomes available through the Monterey County Health Department. Visitor restrictions are in place at school and district offices.

## **Training and Instruction**

- We provide effective employee training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards, and how to participate in the identification and evaluation of COVID-19 hazards.
- Information regarding COVID-19-related benefits (including mandated sick and vaccination leave) 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.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19 and are most effective when used in combination.
- The right of employees that are not fully vaccinated to request a respirator for voluntary use, without fear of retaliation, and our policies for providing the respirators. Employees voluntarily using respirators will be trained according to section 5144(c)(2) requirements:
  - How to properly wear them.
  - How to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair can interfere with a seal.
- 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. Since COVID-19 is an airborne disease, N95s and more protective respirators protect the users from airborne disease, while face coverings primarily protect people around the user.
  - The conditions where face coverings must be worn at the workplace.
  - That face coverings are additionally recommended outdoors for people who are not fully vaccinated if six feet of distance cannot be maintained.
  - Employees can request face coverings and can wear them at work regardless of vaccination status and without fear of retaliation.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Information on our COVID-19 policies and how to access COVID-19 testing and vaccination, and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.

Employees receive training in safety protocols as they become available and staff returns to their work locations. Training addresses use of PPE, social distancing, frequent hand-washing and other protocols. The training also includes safety procedures for washing of hands, coughing in the elbow, disposal of facial tissues, 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 and Employees who had a Close Contact**

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

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.

- Excluding employees that had a close contact from the workplace until our return-to-work criteria have been met, with the following exceptions:
- Employees who were fully vaccinated before the close contact and who do not develop COVID-19 symptoms.
- COVID-19 cases who returned to work per our return-to-work criteria and have remained free of COVID-19 symptoms, for 90 days after the initial onset of COVID-19 symptoms, or for COVID-19 cases who never developed COVID-19 symptoms, for 90 days after the first positive test.
- For employees excluded from work, continuing, and maintaining employees' earnings, wages, seniority, and all other employees' rights and benefits. 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.

### Employee COVID-19 Exposure

In the event of close contact exposure as determined through contact tracing, follow Cal/OSHA guidance to determine need for quarantine and exclusion from work. Close contact: within 6 feet of a person with a confirmed case of COVID-19 for a cumulative 15 minutes over a 24-hour period, regardless of face coverings.

For employees vaccinated, regardless of face covering:

- No quarantine unless symptoms\* develop
- If symptoms\* develop, quarantine and get tested for COVID-19
- Recommend COVID-19 test after Day 5
- If positive test, isolate for 10 days from test date or symptom onset (if symptomatic)
- If positive test, contact trace for additional exposure starting 2 days prior to symptom onset

For employees unvaccinated regardless of face covering:

- Quarantine for 10 days from exposure
- Self-monitor for symptoms\* for 10 days from exposure date
- Recommend COVID-19 test after Day 5
- If positive test, isolate for 10 days from test date or symptom onset (if symptomatic)
- If positive test, contact trace for additional exposure starting 2 days prior to symptoms onset

\*If COVID-19 symptoms develop, isolate for 10 days from symptom onset and test after Day 5 from exposure.

\*\*If testing is refused, modified quarantine is not allowed.

- 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 and outbreaks at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with 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.

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 symptoms** will not return to work until all the following have occurred:
  - At least 24 hours have passed since a fever of 100.4 °F. or higher has resolved without the use of fever-reducing medications, and
  - COVID-19 symptoms have improved, and
  - At least 10 days have passed since COVID-19 symptoms first appeared.
- **COVID-19 cases who tested positive but never developed 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 once the requirements for “cases with symptoms” or “cases who tested positive but never developed symptoms” (above) have been met.
- Persons who had a close contact may return to work as follows:
  - Close contact but never developed symptoms: when 10 days have passed since the last known close contact.
  - Close contact with symptoms: when the “cases with symptoms” criteria (above) have been met, unless the following are true:
    - The person tested negative for COVID-19 using a polymerase chain reaction (PCR) COVID-19 test with specimen taken after the onset of symptoms; and
    - At least 10 days have passed since the last known close contact, and
    - The person has been symptom-free for at least 24 hours, without using fever-reducing medications.
- If an order to isolate, quarantine, or exclude 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.

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, trainings, 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 stationary work.

**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



## 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
<b>Engineering</b>			
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
<b>Administrative</b>			
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
<b>PPE</b> (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	

\*Identify and evaluate how to maximize ventilation with outdoor air; the highest level of filtration efficiency compatible with the existing ventilation system; and whether the use of portable or mounted HEPA filtration units, or other air cleaning systems, would reduce the risk of COVID-19 transmission. Review applicable orders and guidance from the State of California and local health departments related to COVID-19 hazards and prevention have been reviewed, including the CDPH Interim Guidance for Ventilation, Filtrations, and Air Quality in Indoor Environments and information specific to your industry, location, and operations. We maximize the quantity of outside air provided to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or if opening windows or maximizing outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.

## Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or persons with COVID-19 symptoms, and any employee required medical records will be kept confidential unless disclosure is required or permitted by law. Un-redacted information on COVID-19 cases will be provided to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH) immediately upon request, and when required by law.

**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

**Name of COVID-19 case (employee or non-employee\*) and contact information:**

**Occupation (if non-employee\*, why they were in the workplace):**

\*If we are made aware of a non-employee COVID-19 case in our workplace

**Names of employees/representatives involved in the investigation:**

**Date investigation was initiated:**

**Locations where the COVID-19 case was present in the workplace during the high-risk exposure period, and activities being performed:**

**Date and time the COVID-19 case was last present and excluded from the workplace:**

**Date of the positive or negative test and/or diagnosis:**

**Date the case first had one or more COVID-19 symptoms, if any:**

**Information received regarding COVID-19 test results and onset of symptoms (attach documentation):**

**Summary determination of who may have had a close contact with the COVID-19 case during the high-risk exposure period. Attach additional information, including:**

- The names of those found to be in close contact.
- Their vaccination status.
- When testing was offered, including the results and the names of those that were exempt from testing because.
  - They were fully vaccinated before the close contact and do not have symptoms.
  - They returned to work per our return-to-work criteria and have remained symptom free for 90 days or, for those that never developed symptoms, for 90 days after the initial positive test.
- The names of those that were excluded per our Exclusion of COVID-19 Cases and Employees who had a Close Contact requirements.
- The names of those exempt from exclusion requirements because:
  - They were fully vaccinated before the close contact and did not develop COVID-19 symptoms.

- They returned to work per our return-to-work criteria and have remained symptom free for 90 days or, for those that never developed symptoms, for 90 days after the initial positive test.

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:

Names of employees that were notified:	Names of their authorized representatives:	Date

Independent contractors and other employers present at the workplace during the high-risk exposure period.

Names of individuals that were notified:	Date

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?

## Appendix D: COVID-19 Training Roster

**Date:**

**Person that conducted the training:** Dave Autorre, Cynthia Blass, & Rachana Patel

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

**Appendix E: Documentation of Employee COVID-19 Vaccination Status – CONFIDENTIAL**

Employee Name	Fully or Partially Vaccinated <sup>1</sup>	Method of Documentation <sup>2</sup>

<sup>1</sup>Update, accordingly and maintain as confidential medical record

<sup>2</sup>Acceptable options include:

- Employees provide proof of vaccination (vaccine card, image of vaccine card or health care document showing vaccination status) and employer maintains a copy.
- Employees provide proof of vaccination. The employer maintains a record of the employees who presented proof, but not the vaccine record itself.
- Employees self-attest to vaccination status and employer maintains a record of who self-attests.

## **Additional Consideration #1**

### **Multiple COVID-19 Infections and COVID-19 Outbreaks**

This addendum will stay in effect until there are no new COVID-19 cases detected in the exposed group for a 14-day period.

#### **COVID-19 testing**

- We provide COVID-19 testing at no cost to all employees, during paid time, in our exposed group except for:
  - Employees who were not present during the relevant 14-day period.
  - Employees who were fully vaccinated before the multiple infections or outbreak and who do not have symptoms.
  - COVID-19 cases who did not develop symptoms after returning to work pursuant to our return-to-work criteria, no testing is required for 90 days after the initial onset of symptoms or, for COVID-19 cases who never developed symptoms, 90 days after the first positive test.
- COVID-19 testing consists of the following:
  - All employees in our exposed group are immediately tested and then again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine, isolation, or exclusion period required by, or orders issued by, the local health department.
  - After the first two COVID-19 tests, we continue to provide COVID-19 testing once a week of employees in the exposed group who remain at the workplace, 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 provide additional testing when deemed necessary by Cal/OSHA.

We continue to comply with the applicable elements of our CPP, as well as the following:

1. Employees in the exposed group wear face coverings when indoors, or when outdoors and less than six feet apart (unless one of the face-covering exceptions indicated in our CPP apply).
2. We give notice to employees in the exposed group of their right to request a respirator for voluntary use if they are not fully vaccinated.
3. We evaluate whether to implement physical distancing of at least six feet between persons, or where six feet of physical distancing is not feasible, the need for use of cleanable solid partitions of sufficient size to reduce COVID-19 transmission.

#### **COVID-19 investigation, review and hazard correction**

We 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 is documented and includes:

- 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 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 feasible.
  - Requiring respiratory protection in compliance with section 5144.

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

**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, 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, if so, implement their use to the degree feasible.



## **Additional Consideration #2**

### **Major COVID-19 Outbreaks**

This addendum will stay in effect until there are fewer than three COVID-19 cases detected in our exposed group for a 14-day period.

We continue to comply with the Multiple COVID-19 Infections and COVID-19 Outbreaks addendum, except that the COVID-19 testing, regardless of vaccination status, is made available to all employees in the exposed group twice a week, or more frequently if recommended by the local health department.

In addition to complying with our CPP and Multiple COVID-19 Infections and COVID-19 Outbreaks addendum, we also:

- Provide employees in the exposed group with respirators for voluntary use in compliance with section 5144(c)(2) and determine the need for a respiratory protection program or changes to an existing respiratory protection program under section 5144 to address COVID-19 hazards.
- Separate by six feet (except where we can demonstrate that six feet of separation is not feasible and there is momentary exposure while persons are in movement) any employees in the exposed group who are not wearing respirators required by us and used in compliance with section 5144. When it is not feasible to maintain a distance of at least six feet, individuals are as far apart as feasible.
- Install cleanable solid partitions that effectively reduce transmission between the employee and other persons at workstations where an employee in the exposed group is assigned to work for an extended period, such as cash registers, desks, and production line stations, and where the physical distancing requirement (described above) is not always maintained.
- Evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.
- Implement any other control measures deemed necessary by Cal/OSHA.

## **Additional Consideration #3**

### **COVID-19 Prevention in Employer-Provided Housing**

#### **Assignment of housing units**

We, to the extent feasible, reduce employee exposure to COVID-19 by assigning employee residents to distinct groups and ensure that each group remains separate from other such groups during transportation and work. 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 workplace will be housed in the same housing unit without other persons.
- Employees who do not usually maintain a common household, work crew, or workplace will be housed in the same housing unit only when no other housing alternatives are feasible.

#### **Ventilation**

We ensure 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. If there is not a Minimum Efficiency Reporting Value (MERV) 13 or higher filter in use, portable or mounted HEPA filtration units are used, where feasible, in all sleeping areas in which there are two or more residents who are not fully vaccinated.

#### **Face coverings**

We 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 ensure that:

- Housing units, kitchens, bathrooms, and common areas are effectively cleaned to prevent the spread of COVID-19. Housing units, kitchens, bathrooms, and indoor common areas are cleaned and disinfected after a COVID-19 case was present during the high-risk exposure period, if another resident will be there within 24 hours of the COVID-19 case.
- Cleaning and disinfecting is done in a manner that protects the privacy of residents.
- Residents are instructed to not share unwashed dishes, drinking glasses, cups, eating utensils, and similar items.

#### **Screening**

We encourage residents to report COVID-19 symptoms to

The Soledad Unified School District does not provide employee housing.

### **COVID-19 testing**

We establish, implement, maintain and communicate to residents' effective policies and procedures for COVID-19 testing of residents who had a close contact or COVID-19 symptoms.

### **COVID-19 cases and close contacts**

We:

- Effectively quarantine residents who have had a close contact from all other residents. Effective quarantine includes providing residents who had a close contact with a private bathroom and sleeping area, with the following exceptions:
  - Fully vaccinated residents who do not have symptoms.
  - COVID-19 cases who have met our return-to-work criteria and have remained asymptomatic, for 90 days after the initial onset of symptoms, or COVID-19 cases who never developed symptoms, for 90 days after the first positive test.
- Effectively isolate COVID-19 cases from all residents who are not COVID-19 cases. Effective isolation includes housing COVID-19 cases only with other COVID-19 cases and providing COVID-19 case residents with a sleeping area and bathroom that is not shared by non-COVID-19-case residents.
- 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**

To the extent feasible, we reduce exposure to COVID-19 hazards by assigning employees sharing vehicles to distinct groups and ensuring that each group remains separate from other such groups during transportation, during work activities, and in employer-provided housing. We prioritize shared transportation assignments in the following order:

- Employees residing in the same housing unit are transported in the same vehicle.
- Employees working in the same crew or workplace are transported in the same vehicle.
- Employees who do not share the same household, work crew or workplace are transported in the same vehicle only when no other transportation alternatives are feasible.

#### **Face coverings and respirators**

We ensure that the:

- Face covering requirements of our CPP Face Coverings are followed for employees waiting for transportation, if applicable.
- All employees who are not fully vaccinated are provided with a face covering, which must be worn unless an exception under our CPP Face Coverings applies.
- Upon request, we provide respirators for voluntary use in compliance with subsection 5144(c)(2) to all employees in the vehicle who are not fully vaccinated.

#### **Screening**

We 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 ensure that:

- All high-contact surfaces (door handles, seatbelt buckles, armrests, etc.) used by passengers are cleaned to prevent the spread of COVID-19 and are cleaned and disinfected if used by a COVID-19 case during the high-risk exposure period, when the surface will be used by another employee within 24 hours of the COVID-19 case.
- All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles and shifter, are cleaned to prevent the spread of COVID-19 between different drivers and are disinfected after use by a COVID-19 case during the high-risk exposure period, if the surface will be used by another employee within 24 hours of the COVID-19 case.

- We provide sanitizing materials, training on how to use them properly, and ensure they are kept in adequate supply.

**Ventilation**

We ensure that vehicle windows are kept open, and the ventilation system is 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 excessive outdoor heat would create a hazard to employees.
- The vehicle has functioning heating in use and excessive outdoor cold would create a hazard to employees.
- 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 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.