



ACTON-AGUA DULCE  
UNIFIED SCHOOL DISTRICT

"EMPOWERING TODAY'S LEARNERS TO THRIVE IN TOMORROW'S WORLD"

# COVID -19 Prevention Program (CPP)

February 16, 2021

# COVID-19 Prevention Program (CPP) for Acton-Agua Dulce Unified School District

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

**Date:** February 16, 2021

## Authority and Responsibility

The Superintendent of Schools 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.

## Employee participation

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

Employees are expected to follow guidelines posted and participate in communication with managers.

Identification of COVID-19 hazard, staff will proceed by:

- Reporting to supervisor or manager
- Personnel leave the area
- Hazard is reported to Assistant Superintendent of Education Services or Assistant Superintendent of Business Services
- Area disinfected by custodian

In the event safety protocols are not followed, the staff may utilize these processes for reporting:

- Reporting to supervisor or manager
- Report situation to the COVID Compliance Team directly
- Communicate with Superintendent of Schools

## **Employee screening**

We screen our employees by: The screener software “Screener 19” which directly asks self-screening questions.

The District has purchased the Screener19 web-based system for use with staff and students. Staff members complete a daily screener of questions prior to coming to campus. Based on the results of the daily screener, the employee receives either an approval or denial to enter campus. The system includes a two-way communication system with users and reports to monitor users with alerts. The Screener19 assists with tracking information, which the COVID Compliance Team reviews. The Screener19 will be used for staff and students when they return to in-person instruction. Employees without technology at home can complete the Screener19 Safe when they enter the site office. Paper/pencil screening is also available.

- When anyone arrives at the site, temperatures can be taken using a non-contact thermometer.
- Face coverings are required on campus at all times.

## **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:

- 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:
  - Routine inspections will be embedded into regular cleaning schedules and/or scheduled maintenance. Supervisors are notified through the work order process. Priority will be to classrooms that are open. Classrooms scheduled for initial opening include one desk shield per student that is cleaned after each session.
  - Severe hazards will be assessed by appropriate staff and a timeline established for necessary repair or remediation. If the hazard cannot be corrected immediately, staff/class may be moved to an alternate location. Individuals are identified for timely corrections.

## **Control of COVID-19 Hazards**

### **Physical Distancing**

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

- Accommodations for telework are available to minimize the number of workers in the workplace. Workspaces are structured in areas to maximize social distancing and safety.
- When visitors are permitted, they are expected to follow safety protocols.
- Vendors follow the appropriate screening and safety protocols for entry and work on all campus.
- Signs are posted at all entrances and throughout sites. Visual cues are present at entrances and exits at all sites to establish path of travel.
- Staggered arrivals and schedules are determined at each site. Break times are staggered with limited occupancy in break areas.
- Adjusted work practices for job tasks include physical distancing and division of tasks to allow for greater distance between employees.
- In situations in which six feet of physical distancing cannot be achieved, partitions are in place in addition to face coverings.
- 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 staff and students arrive on campus with face coverings.
- Signage will be posted throughout all locations.
- Disposable face coverings are provided for each employee and student at each site.
- Face shields are provided for health staff, staff performing student assessments, and students with special needs as appropriate.
- In limited situations where face coverings cannot be used or tolerated for health or developmental reasons, a face shield with a drape will be used.
- Face coverings will be provided for students and staff as needed when soiled.
- All non-employees are required to wear face coverings. Any staff not wearing a face covering will be informed of face covering policy. Any person not in compliance will be reported to the immediate supervisor.
- Information will be provided to staff and students on proper use, removal, and washing of cloth face coverings and shields.
- Disposable face coverings/masks will be discarded.

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

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

### **Engineering controls**

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

- In situations in which six feet of physical distancing is not practicable, partitions are in place in addition to face coverings.
- All drinking fountains are unavailable for use.

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

Maintenance and Operations replaces air filtration filters every six months. As a response to the pandemic, HVAC units have been upgraded to the highest filtration possible. In the event of unhealthy air quality, doors and windows will remain closed. Each HVAC unit has also received a GPS ionizer, which requires no maintenance. Routine monitoring of ions is ongoing by maintenance staff. Ionizers purchased are guaranteed to kill 99% of COVID as well as other germs, bacteria, and viruses.

## **Cleaning and disinfecting**

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

- All frequently touched areas such as but not limited to door handles, light switches, tables, chairs, counters, keyboards, desks are cleaned as practicable.
- The District purchased electrostatic backpack sprayers for each campus. These sprayers will spray disinfectant in all used spaces on a daily basis. Staff are trained to ensure safe and correct application.
- All classrooms and individual spaces are supplied with EPA-approved N list cleaning and disinfectant solution.
- Student supplies including desks, chairs, desk shields are not shared. Six feet physical distancing will be maintained. Commonly shared items have been removed from classrooms.
- Playground equipment will not be utilized.

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

- Staff and students will be immediately relocated to another area. The workplace will be thoroughly sanitized and cleaned.
- District staffs are trained to ensure safe and correct application of cleaning products, use of equipment, and appropriate use of PPE.

## **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

- Disposable PPE will be provided to staff as needed.
- Trainings are provided through Target Solutions and facilitated sessions by supervisors.

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:

- Hand sanitizers include ethanol (ethyl alcohol) at a minimum of 60%.
- 75% of classrooms have hand washing facilities with access to soap, water, and paper towels. Classrooms without sinks have multiple wall-mounted hand sanitizing stations.
- Wall-mounted hand sanitizing units are located at entrances, cafeterias, workrooms, break rooms, as well as other frequently used areas.
- Washing facilities are available in multiple restrooms across each site.
- Verbal reminders and signage are posted to encourage proper handwashing multiple times throughout the day.

## **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.

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.

Goggles and disposable gowns/gloves/medical grade surgical masks are provided as PPE for all staff applying cleaning solutions. Additional needs are addressed as appropriate.

## **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:

The Screening and Exposure Decision Pathways for Symptomatic Persons and Contacts of a Potentially Infected Persons at Educational Institutions from the Los Angeles County Department of Public Health are followed.  
<http://publichealth.lacounty.gov/media/coronavirus/docs/education/ScreeningEducationSettings.pdf>

The COVID Compliance team meets regularly to respond to possible COVID cases, potential clusters, contact tracing, and exposure.

The Los Angeles County Department of Public Health TK-12 Exposure Management Plan is followed.  
[http://publichealth.lacounty.gov/media/Coronavirus/docs/protocols/ExposureManagementPlan\\_K12Schools.pdf](http://publichealth.lacounty.gov/media/Coronavirus/docs/protocols/ExposureManagementPlan_K12Schools.pdf)  
[http://publichealth.lacounty.gov/media/Coronavirus/docs/education/EMPSupplement\\_K12Schools.pdf](http://publichealth.lacounty.gov/media/Coronavirus/docs/education/EMPSupplement_K12Schools.pdf)

## **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:

- The District has purchased the Screener19 web-based system for use with staff. Staff members complete a daily screener of questions prior to arriving at campus. Based on the results of the daily screener, the employee receives either an approval or denial to enter campus. The system includes a two-way communication system for users, reports to monitor employees with symptoms, and a portal for uploading documents. The Screener19 assists with tracking information and contact tracing, which the COVID Compliance Team reviews daily.
- Employees without technology at home can complete the Screener19 when they enter the site office. Paper/pencil screening is also available. A communication flowchart is used, which begins with the daily screening information. Site administrators then elevate the referral to the COVID Compliance Team for review.
- Additional communication between employees, site administrators, and/or the COVID Compliance Team includes email.
- Staff with medical or other conditions that put them at increased risk of severe COVID-19 illness, collaborate with Human Resources in accordance with updated MOUs with labor unions for appropriate work assignments.
- 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: a list of local testing centers is available to all staff.
- 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.

- Employees exposed at work must complete the workers' compensation paperwork available at each site. Paperwork is sent to the Assistant Superintendent for Business, who corresponds with the district's workers' compensation vendor. The vendor works with staff to determine course of treatment.
- COVID-19 hazards that 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.
- Update protocols as needed to prevent further cases. See the Los Angeles County Department of Public Health Appendix T2: Protocol for COVID-19 Exposure Management Plan in K-12 Schools is followed. [http://publichealth.lacounty.gov/media/Coronavirus/docs/protocols/ExposureManagementPlan\\_K12Schools.pdf](http://publichealth.lacounty.gov/media/Coronavirus/docs/protocols/ExposureManagementPlan_K12Schools.pdf)
- Updates to protocols are also completed at each site using the Los Angeles County Department of Public Health Reopening Protocols for K-12 Schools: Appendix T1 for all sites. [http://publichealth.lacounty.gov/media/coronavirus/docs/protocols/Reopening\\_K12Schools.pdf](http://publichealth.lacounty.gov/media/coronavirus/docs/protocols/Reopening_K12Schools.pdf)
- The COVID Compliance Team as well as other staff attend weekly update telebriefings from the LA County Department of Public Health and the CA Department of Public Health.

## **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 facecoverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

**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.

- The Screener19 web-based program notifies administrators and the COVID Compliance Team of staff exposure, symptoms, and cases. Employees with COVID-19 are excluded from working on site.
  - Options to work from home are reviewed in accordance with MOUs with labor unions. Return-to-work requirements are reviewed by the COVID Compliance Team and Human Resources.
  - Employees work with the Human Resources Department for available leave options.
  - The District is following the Los Angeles County Department of Public Health and CA Department of Public Health Isolation and Quarantine Guidelines, whichever is more restrictive.
- Providing employees at the time of exclusion with information on available benefits.

## Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

## Return-to-Work Criteria

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

- At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
  - COVID-19 symptoms have improved.
  - At least 10 days have passed since COVID-19 symptoms first appeared.
  - COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
  - A negative COVID-19 test will not be required for an employee to return to work.
  - If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.
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The Acton-Agua Dulce CPP (COVID 19 Prevention Plan)

Approved by:

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Mr. Lawrence M. King, Superintendent of Schools



## Appendix B: COVID-19 Inspections

Date: **[enter date]**

Name of person conducting the inspection: **[enter names]**

Work location evaluated: **[enter information]**

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
<b>[add any additional controls your workplace is using]</b>			
<b>[add any additional controls your workplace is using]</b>			
<b>Administrative</b>			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
<b>[add any additional controls your workplace is using]</b>			
<b>[add any additional controls your workplace is using]</b>			
<b>PPE (not shared, available and being worn)</b>			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			
<b>[add any additional controls your workplace is using]</b>			

## Appendix C: Investigating COVID-19 Cases

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

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

**Date:** [enter date]

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

<b>Employee (or non-employee*) name:</b>		<b>Occupation (if non-employee, why they were in the workplace):</b>	
<b>Location where employee worked (or non-employee was present in the workplace):</b>		<b>Date investigation was initiated:</b>	
<b>Was COVID-19 test offered?</b>		<b>Name(s) of staff involved in the investigation:</b>	
<b>Date and time the COVID-19 case was last present in the workplace:</b>		<b>Date of the positive or negative test and/or diagnosis:</b>	
<b>Date the case first had one or more COVID-19 symptoms:</b>		<b>Information received regarding COVID-19 test results and onset of symptoms (attach documentation):</b>	

**Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):**

<b>Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:</b>			
<b>All employees who may have had COVID-19 exposure and their authorized representatives.</b>	<b>Date:</b>		
	<b>Names of employees that were notified:</b>		
<b>Independent contractors and other employers present at the workplace during the high-risk exposure period.</b>	<b>Date:</b>		
	<b>Names of individuals that were notified:</b>		
<b>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</b>		<b>What could be done to reduce exposure to COVID-19?</b>	
<b>Was local health department notified?</b>		<b>Date:</b>	

\*Should an employer be made aware of a non-employee infection source COVID-19 status.

## Appendix D: COVID-19 Training Roster

Date: **[enter date]**

Person that conducted the training: **[enter name(s)]**

Employee Name	Signature

## **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.
- [describe other applicable controls].

#### **Notifications to the local health department**

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

## **Additional Consideration #2**

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

This section 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**.