

Date: January 29, 2021

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent:

South Sutter Charter School

Number of schools:

1

Enrollment:

2550

Superintendent (or equivalent) Name:

Burke Wallace

Address:

4535 Missouri Flat Rd #1A

Phone Number:

800-979-4436

City

Placerville

Email:

bwallace@ieminc.org

Date of proposed reopening:

when each county returns to red

County:

Sutter

Current Tier:

Purple

(please indicate Purple, Red, Orange or Yellow)

Type of LEA:

non-classroom based independent study charter

Grade Level (check all that apply)

TK

2nd

5th

8th

11th

K

3rd

6th

9th

12th

1st

4th

7th

10^t

This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier, materials must additionally be submitted to your local health officer (LHO), local County Office of Education, and the State School Safety Team prior to reopening.

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is K12csp@cdph.ca.gov

LEAs or equivalent in Counties with a case rate $\geq 25/100,000$ individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.

For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:

X I, Burke Wallace, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents, which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#). For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

X **Stable group structures (where applicable):** How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

Teachers meet with students individually or in family groups if a family has more than one child enrolled in the school. We are a non-classroom based independent study charter school.

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

Teachers meet with students individually or in family groups if a family has more than one child enrolled in the school. We are a non-classroom based independent study charter school.

If you have departmentalized classes, how will you organize staff and students in stable groups?

N/A

If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?

N/A

X **Entrance, Egress, and Movement Within the School:** How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

We do not have a school campus. Our students work remotely and teachers meet with them in one-on-one settings. We have a single learning center where families may set appointments to review and pick up curriculum. Entrance to the learning center is through a single door and families exit through a separate door. Only one family can be in a bookshelf aisle at a time. Only 8 visitors are allowed in the learning center at a time and visitors must sign up for a time slot before visiting the learning center. Visitors go through a COVID check-in station before entering the learning center.

X **Face Coverings and Other Essential Protective Gear:** How CDPH's face covering requirements will be and enforced for staff and students.satisfied

When teachers and students meet in person for required educational activities or people visit the school learning center, all parties in grade 3 and older are required to wear face coverings. Face coverings are encouraged for students in grades TK-2 when they meet with a school staff member. The school learning center provides masks to those entering who do not have a mask.

X **Health Screenings for Students and Staff:** How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

48 hours or less before any staff may meet with a student in-person, both the staff member and the student's family must fill out a health screening survey. If either the staff or family are presenting symptoms, the in-person meeting cannot take place. Visitors to the school learning center complete a COVID screening before entering the learning center.

X **Healthy Hygiene Practices:** The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

If staff are traveling to meet with their students, they are encouraged to have hand sanitizer in their car and to take advantage of handwashing facilities at the location they are meeting their student. Our sole school building, the learning center, has three hand sanitizing stations throughout the learning center in addition to two public restrooms and a staff restroom.

X **Identification and Tracing of Contacts:** Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

Our Human Resources department tracks all staff cases of confirmed COVID. Each positive case is checked to see if they had any in-person contact with school staff or students during the past 10 days. If they did, those parties are notified that they may have been exposed. Appropriate authorities are notified about positive cases. Our learning center tracks those in attendance because families sign up before attending and they sign in and complete the health screener. This enables us to conduct contact tracing if necessary.

X **Physical Distancing:** How space and routines will be arranged to allow for physical distancing of students and staff.

If a staff member and a student meet in person, they must maintain at least 6 feet of distance between one another. Entrance to the learning center is through a single door and families exit through a separate door. Only one family can be in a bookshelf aisle at a time. Only 8 visitors are allowed in the learning center at a time and visitors must sign up for a time slot before visiting the learning center. Staff monitor physical distancing and adherence to wearing face masks, to ensure compliance.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum: feet

Minimum feet

If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

X **Staff Training and Family Education:** How staff will be trained and families will be educated on the application and enforcement of the plan.

Our COVID policies have been posted on our website since August 2020. Staff have been trained and undergo regular review of our school policies including best practices with social distancing, health screening, hygiene, and reporting requirements. Families are reminded of the school policies through school communications and from reminders by their teacher before an in-person meeting takes place. Families who choose to visit the learning center review our COVID protocols when they sign up for a spot to visit the learning center. These policies are reiterated in the confirmation email families receiving before visiting the learning center.

X **Testing of Staff:** How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

As a non-site based school our employees are spread throughout our geographic service area and do not come into a school campus nor school buildings. Staff are pointed towards their local testing options to find a location convenient to them. Our HR department informs any staff who are waiting on test results or suspect they may have been exposed to not have any contact with other staff or students until a negative test result is received.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

X **Testing of Students:** How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.

As a non-site based school our students are spread throughout our geographic service area and do not come into a school campus nor school buildings. Students are pointed towards their local testing options to find a location convenient to them. Any student who is waiting on test results or suspect they may have been exposed are not to have any contact with their teacher or other students until a negative test result is received

Planned student testing cadence. Please note if testing cadence will differ by tier:

X **Identification and Reporting of Cases:** At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with [Reporting Requirements](#).

X **Communication Plans:** How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

If a staff or student tests positive for COVID and has had recent contact with a staff member or students, those parties will be notified as consistent with privacy requirements.

Consultation: (For schools not previously open) Please confirm consultation with the following groups

Labor Organization

Name of Organization(s) and Date(s) Consulted:

Name:

Date:

Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

Name:

Date:

If no labor organization represents staff at the school, please describe the process for consultation with school staff:

As a non-site based school our reopening plan has been posted on our website since August 2020 and has remained consistent throughout that time. This plan has been discussed, reviewed and clarified at employee townhall meetings, staff meetings, and through individual consultation with employees.

For Local Educational Agencies (LEAs or equivalent) in PURPLE:

Local Health Officer Approval: The Local Health Officer, for (state County) Plan, cases . County has certified and approved the CRP on this date: . If more than 7 business days have passed since the submission without input from the LHO, the CRP shall be deemed approved.

Additional Resources:

[Guidance on Schools](#)

[Safe Schools for All Hub](#)

COVID-19 Prevention Program (CPP) for Innovative Education Management

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in **Innovative Education Management's** workplace.

Date: January 27th, 2021

Authority and Responsibility

Human Resources in conjunction with the Facilities department 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.
- Monitor and adhere to Federal, State, and regional COVID-19 guidance regarding the identification of COVID-19 hazards.

Employee participation

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

Human Resources or the Facilities Department if cleaning supplies are dwindling or if non-compliance of safety protocols has been observed.

Employee screening

We screen our employees by: prohibiting our employees from coming onsite or meeting with students and staff if they have a fever, chills, coughing or any COVID related symptoms or have known exposure to COVID-19 in the last 14 days. Employees are required to take their temperatures immediately upon entering the building and must leave immediately if they have a temperature of 100.4 or greater. Employees are required to wash their hands upon entry to the building as well as throughout the day.

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. **Failure to follow established safety protocols may result in disciplinary actions.**

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:

- Allowing employees to work from home if practicable.
- Encouraging employees to as much as possible remain in their individual offices.
- Prohibiting the congregation of more than one person at a time in lunch and break rooms.
- Discouraging non-employee visitors to the offices.
- Providing signage to remind employees to keep 6 feet of distance or more between each other.

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. Cloth face masks have been provided to all employees. Employees are expected to ensure the cleanliness of their mask. If employees notice non-compliance with mask wearing protocols they should report these incidents to their supervisor. The supervisor should address the non-compliant employee to enforce protocol. If an employee refuses to follow safety protocols they will be sent home until they are willing to be compliant.

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

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

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

Engineering controls

We implement the following measures for situations where we cannot maintain at least six feet between individuals: employees will be required to wear a properly fitting mask and spend less than 15 cumulative minutes in 24 hours within 6 feet of another employee.

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

- Our HVAC systems are on a scheduled maintenance plan and are regularly monitored and adjusted as needed.
- Increasing our systems to maximum air flow.
- Changing out our filters to a MERV 9 efficiency rating which helps remove pollutants and is listed as antibacterial and anti-virus.

Cleaning and disinfecting

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

- Increased our contracted janitorial services to provide deep cleaning services 3 times a week and on request as needed.
 - Disinfectant used by the janitorial service is 50% antibacterial and 50% pure isopropyl and is approved for use in medical clinics.
 - Commonly touched surfaces are regularly cleaned and disinfected 3 times a week. Commonly touched surfaces include but are not limited to personal work areas, doorknobs, handles (including washroom handles such as toilet, faucets, ect), breakroom, cabinets, and refrigerators. Other commonly touched surfaces that are disinfected by the janitorial services include light switches, keyboards, and printer/copy machines.

- All hard floors are mopped once a week with either concentrated floor cleaner or chlorine bleach.
- At varying intervals Lysol spray is also used to disinfect chairs and other seating areas.
- Disinfectant wipes and sprays are located near all frequently touched surfaces and employees are instructed to disinfect all shared surfaces before and after their use.

Should we have a COVID-19 case in our workplace, we will implement the following procedures: The employee's office space and any other areas the employee may have had access to will be closed off until janitor services arrive to clean and sanitize the areas. Any employees who were present at the office at the same time as the infected employee will be notified of their possible exposure to COVID-19.

The regularly contracted janitorial service will be scheduled for cleaning as soon as possible. The janitorial service will use 50% antibacterial and 50% pure isopropyl to clean and disinfect the COVID-19 case's office as well as all other common areas.]

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 disinfectant wipes or spray. All employees who use shared printers, scanners, or other office equipment will be required to disinfect shared surfaces before and after their use.

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:

- Provide numerous handwashing facilities.
- Encouraging and allowing time for employee handwashing.
- Providing employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).
- Encouraging employees to wash their hands for at least 20 seconds each time.

In-person meetings between teaching staff and students

If a student and employee resides within a county that is in the widespread (purple) category on the state's Blueprint for a Safer Economy or statewide "Stay-at-Home" order (thereby requiring all schools to close), in-person instruction is prohibited according to the Governor's orders and the following virtual protocols must be followed:

- Meetings between vendors/staff and students should be virtual
 - If an in-person meeting is needed, it must follow CDPH guidelines including but not limited to: health check screening, face coverings, social distance (>6ft apart), hand sanitizing and surface cleaning
 - Schools are allowed to provide in-person “targeted, specialized support and services” (i.e. testing, EL services, SpEd services etc.)
- All trainings and professional development will be virtual
- Staff will pick up and drop off curriculum in person
 - ESs will arrange a contactless “porch dropoff” and/or “porch pickup” of curriculum with their families
 - Curriculum should be left outside and the staff should make phone contact with the person receiving the curriculum to verify they receive it
 - ESs will need to arrange a time to drop off curriculum at the library, or they can coordinate with other ESs who live in their area to consolidate the trip
 - ESs are reimbursed for mileage, if over 150 miles is driven in a week
 - More information on procedures for visiting the curriculum library are here
- Staff will not place POs for in-person services

When a student and employee resides within a county where schools are able to open to in-person instruction (i.e. in the “substantial [red] category or lower on the state’s Blueprint for a Safer Economy for 14 or more days) the following will occur:

- In person meetings between certificated staff and students can occur
- Vendor services can take place in person in one-on-one or small group settings
 - The appropriate size of a small group may vary depending on the location the group is meeting but must be less than 14 people
 - POs should be placed for one month at a time in case the county goes back into the widespread (purple) category
- When an in-person meeting occurs, it must follow CDPH guidelines including but not limited to: health check screening, face coverings, social distance, and sanitizing (In Person Meeting Precautions Checklist)
 - Students in grade TK-2 are not required to wear face coverings (per state guidelines) but are strongly encouraged to do so
- Trainings and professional development may be in person in one-on-one or small group settings (<10 people)
- Staff will pick up and drop off curriculum in person
 - Curriculum should be left outside of the building and the staff should make contact with the person receiving the curriculum to verify they receive it
 - Interacting while the receiving person is inside the building and the staff member dropping off the curriculum may occur if the staff member remains outside with social distance between the two people

- In person meetings cannot take place if any of the persons participating in the meeting:
 - Have a fever, chills, coughing or any COVID related symptoms.
 - Have a known close contact exposure to COVID-19 in the last 14 days.

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.

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 contacted by Human Resources and provided the below:

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

System for Communicating

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

- Who employees should report COVID-19 symptoms and possible hazards to, and how as described on the **employee intranet**.
- 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 through local test facilities or by home testing kits through sites like Pixel and letsgetchecked.com.
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.

- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.

Training and Instruction

We will provide effective training and instruction that includes:

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

COVID-19 Training Roster maintained by the HR Department, and Staff in-Person Meeting COVID Training Completion Acknowledgement maintained by the Academic Department, will be used to document this training.

Exclusion of COVID-19 Cases

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

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

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **COVID-19 Employee Contact spreadsheet** 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.

Jodi Jones

Jodi Jones, CEO

01 / 27 / 2021

Date

Appendix A: Identification of COVID-19 Hazards

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

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

Person conducting the evaluation: [enter name(s)]

Date: [enter date]

Name(s) of employee and authorized employee representative that participated: [enter name(s)]

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

Appendix B: COVID-19 Inspections

Review the information available at www.dir.ca.gov/dosh/coronavirus/ for additional guidance on what to regularly inspect for, including issues that may be more pertinent to your particular type of workplace.

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
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			

Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			

Face shields/goggles			
Respiratory protection			

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.

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**.

Signature Certificate

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Document signed by:

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