



COVID-19 Exposure Prevention Plan

Prepared by:

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Created: March 2021

Robla School District - Personnel Department

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I. Purpose

Robla School District's COVID-19 Exposure Protection Plan has been established to help prevent workers' exposure to the Coronavirus disease (COVID-19). The plan will be updated as needed, based on operational needs and/or safety and health agency updates when made available.

II. Authorities

Emergency Temporary Standard (ETS) in place for COVID-19 (California Code of Regulations (CCR), Title 8, section 3205(c).

III. Affected Employees

Robla School District has identified that all employees have potential exposure to COVID-19.

IV. Responsibility

The following people have the authority and/or responsibility for implementing the provisions of this program:

- Ruben Reyes, Superintendent
- Nichol Sullivan, Chief of Personnel
- Gerardo Castillo, Chief Business Official

The administrative team has the following responsibilities in coordination with other departments as needed:

- Maintain a written plan in compliance with current California regulations, including annual updates.
 - Coordinate, implement, conduct and monitor any training required by the ETS, including the employer's procedures for complying with the requirements of the ETS.
- Provide all employees with information about the COVID-19 Exposure Protection Plan.
- Assist employees and supervisors in implementing the requirements of Robla School District's plan.
- Assist sites and departments in identifying and implementing feasible engineering controls.

- Conduct workplace-specific evaluations using form Appendix A: Identification of COVID-19 Hazards
- Evaluate employees' potential workplace exposures to all persons at or who may enter the 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 the 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 ensure compliance with RSD's COVID-19 policies and procedures.

The Personnel department is responsible for:

- Ensuring compliance with the COVID-19 Exposure Protection Plan and all safe work practices after notice that an unsafe act has occurred and directing the immediate supervisor (administrator or classified manager) to meet with the employee involved to initiate its counseling and progressive discipline programs in accordance with established District policy and procedure.

Administrators or Department Managers will be responsible for:

- Ensuring all management staff are familiar with the COVID-19 Exposure Protection Plan. The plan includes how to recognize the symptoms of COVID-19 and what to do if a worker becomes sick, District work practices to prevent the spread of germs, a review of the proper use of coronavirus personal protective equipment, and instructions on cleaning and disinfecting the workplace.

The immediate supervisor (administrator or classified manager) is responsible for:

- Ensuring compliance with the COVID-19 Exposure Protection Plan by meeting with the employee involved and applying counseling and progressive discipline in accordance with established District policy and procedure.

Employees are responsible for:

- Reviewing the RSD COVID-19 Exposure Protection Plan. The plan includes:
 - Recognizing COVID-19 symptoms.
 - Knowing what to do if a worker becomes sick.
 - Observing work practices to prevent the spread of germs, including review and use of COVID-19 personal protective equipment.
 - Instructions on how to clean and disinfect the workplace.
- Directly contacting their supervisor with any questions.
- Prevention measures will include:
 - Knowing what COVID-19 is and how it spreads.
 - Staying home if you are sick and/or have a cough, fever, and shortness of breath.
 - Following CDC's guidelines if you are infected with COVID-19.
 - Information and training as identified in the Training section of the COVID-19 Exposure Protection Plan.
 - Keeping the workplace and equipment clean, such as furniture, computers and desk supplies.
 - Checking the CDC's Traveler's Health Notices to travel.

The District's IIPP Committee is responsible for:

- Maintaining the COVID-19 Exposure Protection Plan and conducting an annual review and update.
- Reviewing incidents and causes of issues related to the COVID-19 Exposure Protection Plan.
- Recommending strategies to reduce the occurrence of employee incidents and injuries.

V. Control Measures and Practices

Employee Screening:

- Employees self-screen before reporting to work.

Facility Control Measures:

- RSD will do the following:
 - Assess the workplace to determine if engineering and/or administrative controls are needed. These may include barriers, floor markings to identify six-foot spacing and establishing if one-way pedestrian traffic routes are feasible.
 - Ensure adequate supplies to support healthy hygiene behaviors are available to all employees.
 - This includes, but is not limited to, soap, tissues, no-touch trash cans, face coverings and hand sanitizer.
 - Place hand sanitizer or other hand cleaning devices at the entry and exit of the workplace.
 - Post signage regarding hand washing, social distancing, cleaning and disinfecting throughout the workplace.
 - Ensure visitors self-screen to confirm they are not exhibiting symptoms.
 - Ask employees, contractors and visitors to leave the workplace and return home if they are showing symptoms.
 - Provide training on personal protective equipment (PPE) to address pandemic exposure.
 - Communicate the response plan with other business partners.
 - Direct employees not to share tools, water bottles, PPE, or any other equipment with coworkers.
 - Direct employees to avoid using other employees' phones, desks, offices or other work tools and equipment, when possible.
- Unsafe or unhealthy work conditions, practices or procedures will be documented using form Appendix B: COVID-19 Inspections and corrected in a timely manner based on the severity of the hazards, as follows:
 - Assess the severity of the hazard
 - Assign correction timeframes accordingly
 - Identify individuals as being responsible for timely correction
 - Implement follow-up measures to ensure timely correction

VI. Cleaning and Disinfection Procedures

- Only use District-approved cleaning products.
- Clean and disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, light switches, sink handles, tables, chairs and doorknobs.
- Clean shared spaces such as break/lunchrooms after use but no less than once per day.
- Clean and disinfect restrooms regularly.
- Ensure handwashing supplies in restrooms are fully stocked.
- Trash must be removed frequently by someone wearing disposable gloves.
- Implement cleaning and disinfection measures for frequently touched surfaces:
 - Ensure adequate supplies and adequate time for cleaning and disinfection measures are performed properly.
 - Inform employees and authorized employee representatives of the frequency and scope of cleaning and disinfection.
 - Implement the following procedures should a COVID-19 case be reported in the workplace:
 - Principal and/or Chief of Personnel staff will contact the Maintenance Foreman and/or site Custodian with the location(s) requiring deep cleaning.
 - The Cleaning and Disinfection Team will clean and disinfect all areas, materials, and equipment used by a COVID-19 case during the high-risk exposure period using District-approved cleaning and disinfection products and equipment.
 - The Cleaning and Disinfecting Team is provided regular and ongoing training on the use of District-approved cleaning and disinfecting procedures, products and equipment.

VII. Personal Protective Equipment (PPE)

- Select PPE based on function, fit and availability.
- Explain to all employees when and why PPE is necessary.
- Train employees on the proper procedure for putting on and removing PPE.
- All staff should use cloth face coverings unless Cal/OSHA standards require respiratory protection. Face shields are acceptable.
- Face masks, such as surgical masks and homemade masks/face coverings, are not respirators and do not fall under the Respiratory Protection Program.
- Employees required to wear a respirator in the workplace (N95, half-face elastomeric APR, etc.) must abide by the Respiratory Protection Program.
- Food service workers and staff in routine contact with the public should use gloves in addition to face coverings.
- PPE must not be shared, e.g., gloves, goggles and face shields.
- Items with which employees come in regular physical contact—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 providing the employees with the materials and training to do it themselves.
- Sharing of vehicles will be minimized to the extent feasible, and high-touch points (e.g., steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.
- The need for PPE such as gloves, goggles and face shields will be evaluated as required by CCR Title 8, section 3380, and such PPE will be provided as needed.
- The need for respiratory protection will be evaluated in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained. [Reference section 3205(c)(E) for details on required respirator and eye protection use.]
- Eye protection and respiratory protection will be provided and used in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

VIII. Distancing

- Maximize space between employees where practicable.
- Designate routes for entry and exit, using as many entrances as feasible. Put in place other protocols to limit direct contact with others as much as practicable.
- Limit nonessential visitors, volunteers and activities involving other groups at the same time.
- Limit communal activities where practicable. Alternatively, stagger use, properly space occupants and disinfect in between uses.
- Ensure staff maintain physical distancing from each other as distancing is critical to reducing transmission.
- Conduct all staff meetings, professional development training and education and other activities involving staff with established physical distancing measures, or virtually if physical distancing is a challenge.
- Support staff who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk by providing options such as telework, where appropriate, or teaching in a virtual learning or independent study context.
- Display visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.
- Stagger arrival, departure, work and break times.
- Adjust work processes or procedures to allow greater distance between employees.
- Keep individuals as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

IX. Face Coverings

- Ensure that all staff use face coverings in accordance with CDPH guidelines and Cal/OSHA standards.
 - Teach and reinforce the use of face coverings, or in limited instances, face shields.
 - Remind staff not to touch the face covering and to wash their hands frequently.
 - Instruct employees in the proper use, removal and washing of cloth face coverings.
 - In limited situations where face coverings cannot be used for pedagogical or developmental reasons (i.e., communicating or assisting young children or those with special needs) a face shield can be used instead of a face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable. Staff must wear a face covering outside of the classroom.
 - Workers or other persons handling or serving food must use gloves in addition to face coverings. Employers should consider where disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizer, i.e., workers who are screening others for symptoms or handling commonly-touched items.
 - Provide clean, undamaged face coverings and ensure proper use by employees over the nose and mouth when indoors, 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.
 - A PPE cabinet is located at each site.
 - Employees email the site designee to request necessary PPE.
 - The site designee will maintain cabinet inventory and order additional supplies as needed.
 - All PPE is disposable, eliminating the need to clean PPE.
 - The following are exceptions to the use of face coverings in the workplace:
 - When an employee is alone in a room.
 - While eating and drinking at the workplace, provided employees are at least six feet apart; if indoors, outside air supply to the area has been maximized to the extent possible.

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

X. Hand Sanitizing

- In order to implement effective hand sanitizing procedures, the District will:
 - Evaluate handwashing facilities.
 - Determine the need for additional facilities.
 - Encourage and allow 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.

XI. Engineering Controls

- The District will implement the following measures for situations where at least six feet between individuals cannot be maintained:
 - Maximize, to the extent feasible, the quantity of outside air for District buildings with mechanical or natural ventilation systems by taking into consideration:
 - Circumstances where the amount of outside air needs to be minimized due to other hazards, such as heat and wildfire smoke.
 - The District's HVAC maintenance staff maintains and adjusts ventilation as needed in District facilities if it is possible to increase filtration efficiency to the highest level compatible with the existing ventilation system.

XII. Investigating and Responding to COVID-19 Cases

- A COVID-19 Case Report will be completed.
 - Employees who had potential COVID-19 exposure in the workplace will be offered COVID-19 testing at no cost during their working hours.
 - The information on benefits described in the following two sections titled Training and Exclusion of COVID-19 Cases will be provided to them.

XIII. System for Communicating

- The District wants to ensure it has an effective two-way communication with employees in a form easy to understand, and that it includes the following information:
 - Employees should report COVID-19 symptoms and possible hazards to their immediate supervisor and the Chief of Personnel.
 - Employees can report symptoms and hazards without fear of reprisal.
 - Employees with medical or other conditions that put them at increased risk of severe COVID-19 illness should notify the Chief of Personnel or request an Interactive Process Meeting.
 - Where testing is not required, employees can access COVID-19 testing through their healthcare provider or community testing sites.
 - In the event the District is required to provide testing because of a workplace exposure or outbreak, a plan will be communicated for providing testing, informing affected employees of the reason for the testing and the possible consequences of a positive test.
 - When the District is required to provide testing because of employee exposure, the Outbreak Management Plan that details the process at no cost to the employee during working hours will be followed, including when the testing is in response to CCR Title 8 section 3205.1, Multiple COVID-19 Infections and COVID-19 Outbreaks, as well as section 3205.2, Major COVID-19 Outbreaks.
 - Information will be provided to employees and other employers and individuals in contact with the workplace about COVID-19 hazards and what they may be exposed to, what is being done to control those hazards and the District's COVID-19 policies and procedures.

XIV. Training

- Training will be given to all workers on COVID-19 illness and infection prevention methods. Training in the following will be given to all supervisory and non-supervisory workers with expected risk exposure:
 - Enhanced cleaning practices
 - Physical distancing guidelines and their importance
 - Proper use, removal and washing of face coverings
 - Screening practices
 - How COVID-19 is spread
 - COVID-19 specific symptom identification and when to seek medical attention
 - **Preventing the spread of COVID-19 when an individual is sick, including the importance of not coming to work if staff members have symptoms, or if they or someone they live with has been diagnosed with COVID-19**
 - Plans and procedures to follow when adults become sick at school
 - The employer's plan and procedures to protect workers from COVID-19 illness
 - Importance of avoiding touching face or face covering
 - Coughing and sneezing into a tissue or your elbow
 - Washing hands before and after eating; after coughing or sneezing; after being outside; and before and after using the restroom. Wash hands for at least 20 seconds
 - Use of fragrance-free, ethyl alcohol-based hand sanitizer when handwashing is not practicable
 - Avoiding close contact with people who are sick
 - Keeping your hands out of your mouth, nose, and eyes
 - Not sharing personal items with coworkers (i.e., dishes, towels, pens, tools)
 - Providing tissues, no-touch disposal trash cans and hand sanitizer for use by worker
 - PPE
 - Policies on how people who are exempted from wearing a face covering will be addressed
 - Control measures

- The District will provide effective training and instruction that includes:
 - 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, physical distancing must be combined with other controls to be effective, including the use of face coverings and hand hygiene.**
 - **The importance of frequent handwashing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or handwashing facility, and that hand sanitizer does not work if the hands are soiled.**
 - Proper use of face coverings and that face coverings are not respiratory protective equipment—face coverings are intended to primarily protect other individuals from the wearer of the face covering.
 - A list of COVID-19 symptoms, the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
 - As regulatory and public health guidance changes in regard to COVID-19 prevention and disease management, training will be updated to reflect such changes.
 - Evidence of training will be maintained.

XV. Exclusion of COVID-19 Cases

- If there is a COVID-19 case in the workplace, transmission will be limited by:
 - Ensuring that COVID-19 cases are excluded from the workplace until 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.
 - Maintaining employees' earnings, seniority and employee rights and benefits when the COVID-19 exposure has been deemed work-related in the following ways:
 - Allowing employees to work remotely to the greatest extent possible;
 - Ensuring employees have access to leave provisions provided by the FFCRA;
 - Collective bargaining agreements (MOUs specific to COVID-19 response) provide additional paid days of leave for COVID-related leaves
 - All rights and entitlements afforded by collective bargaining agreements and Education Code related to leaves remain in place.
 - Providing employees at the time of exclusion with information on available benefits.

XVI. Reporting, Recordkeeping, and Access

- It is the District's policy to:
 - Report information about COVID-19 cases in the 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 RSD or in connection with any employment.
 - Maintain records of the steps taken to implement RSD's written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
 - Make RSD's written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives and to representatives of Cal/OSHA immediately upon request.
 - Use form Appendix C: Investigating COVID-19 Cases 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.

XVII. 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 14 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases which tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days has 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.

XVIII. Recordkeeping

- All medical information obtained under this policy will be treated in accordance with the Confidentiality of Medical Information Act (Civil Code Sections 56-56.37) and the General Industry Safety Orders, Section 3204. Medical information will be kept in separate files from personnel records and shall be available for inspection by an employee upon request.

XIX. Reporting

- "WHISTLEBLOWER" PROTECTION: California Labor Code Section 6310 prohibits employers from firing or discriminating against any worker because the worker has informed their employer or filed a complaint with Cal/OSHA about unsafe or unhealthy working conditions. Employees have a right to inform their employer or file a complaint with Cal/OSHA when unsafe conditions exist at their workplace. This right is assured to them under the California Occupational Safety and Health Act of 1973.
- To report an unsafe condition, use the Injury & Illness Prevention Program (IIPP) form titled "Request for Evaluation of Unsafe Condition." This form may be submitted anonymously and can be found in the IIPP binder at any site or on the District's Public Folders in the IIPP subfolder.

XX. Contractors

- Contractors shall maintain and enforce an Injury and Illness Prevention Program as required by State law, and in signing any contractual agreement with the District, makes the following certification:
- "CONTRACTOR is aware of the provisions of California Labor Code, Division 5, and of the California Code of Regulations, Title 8, and shall maintain an active comprehensive Injury and Illness Prevention Plan – including applicable standards (e.g. ergonomic, haz-com) in accordance with such provisions before commencing the performance of the contractual agreement. The Injury and Illness Prevention Plan shall be available to RSD upon request."

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. These areas include, but are not limited to, 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. RSD 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

[This form is only intended to get you started. 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. You will need to modify form accordingly.]

Date: [enter date]

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

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			
[add any additional controls your workplace is using]			
[add any additional controls your workplace is using]			

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				
[add any additional controls your workplace is using]				
[add any additional controls your workplace is using]				

PPE (not shared, available and being worn)				
Face coverings (cleaned sufficiently often)				
Gloves				
Face shields/goggles				
Respiratory protection				
[add any additional controls your workplace is using]				

Appendix C: Case Report Form

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)]

Employee (or non-employee*) name:				
Location where employee worked (or non-employee was present in the workplace):				
Was COVID-19 test offered?				
Date and time the COVID-19 case was last present in the workplace:				

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

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:

All employees who may have had COVID-19 exposure and their authorized representatives.	Names of employees that were notified:		
Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:		
	Names of individuals that were notified:		
What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?		What could be done to reduce exposure to COVID-19?	
Was local health department notified?		Date:	

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

Appendix D: COVID-19 Training Roster

Date: [enter date]

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

Employee Name	Signature

Additional Consideration #1

Multiple COVID-19 Infections and COVID-19 Outbreaks

Covid-19 Testing

- RSD will provide COVID-19 testing to all employees in the 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.
- Upon learning that an exposed workplace meets the criteria for an "outbreak," the District's Chief of Personnel will immediately notify the County Public Health Department that an outbreak has occurred.
- The District's Chief of Personnel will contact the manager or director of the exposed worksite where the outbreak was identified and notify them of the need to provide testing to all employees that were present in the exposed workplace.
- The District's Chief of Personnel will contact the District's testing vendor and arrange for testing.

COVID-19 Testing consists of the following:

- All employees in the 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, the District 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 the workplace for a 14-day period.
- RSD will provide additional testing when deemed necessary by Cal/OSHA or County Public Health.

Exclusion of COVID-19 cases

- RSD will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with the District's 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

- RSD will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with the District's CPP Investigating and Responding to COVID-19 Cases.

COVID-19 Investigation, Review, and Hazard Correction

- In addition to RSD's CPP Identification and Evaluation of COVID-19 Hazards and Correction of COVID-19 Hazards, the District 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:
 - Leave policies and practices and whether employees are discouraged from remaining home when sick
 - COVID-19 testing policies
 - Insufficient outdoor air
 - Insufficient air filtration
 - Lack of physical distancing
- Updating the review:
 - Every thirty (30) 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. RSD 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 the workplace, RSD will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- RSD 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, North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. RSD 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 remain in effect until there are no new COVID-19 cases detected in the workplace for a 14-day period.

COVID-19 Testing

- RSD will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at the 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

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

Investigation of Workplace COVID-19 Illnesses

- RSD will comply with the requirements of the CPP Investigating and Responding to COVID-19 Cases.

COVID-19 Hazard Correction

- In addition to the requirements of the CPP Correction of COVID-19 Hazards, RSD will take the following actions:
 - In buildings or structures with mechanical ventilation, RSD 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, the District will use filters with the highest compatible filtering efficiency. RSD 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.

- RSD 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.
- RSD 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
 - RSD will comply with the requirements of our Multiple COVID-19 Infections and COVID-19 Outbreaks-Notifications to the Local Health Department.

Additional Consideration #3

COVID-19 Prevention in Employer-Provided Transportation to and from Work

Assignment of Transportation

RSD will prioritize shared transportation assignments in the following order:

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

Physical Distancing and Face Coverings

RSD will ensure that the:

- Physical distancing and face covering requirements of the CPP Physical Distancing and Face Coverings are followed for employees waiting for transportation.

- Vehicle operator and any passengers are separated by at least three feet in all directions during the operation of the vehicle, regardless of the vehicle's normal capacity. Vehicle operator and any passengers are provided and wear a face covering in the vehicle as required by our CPP Face Coverings.

Screening

RSD will develop, implement and maintain effective procedures for screening and excluding drivers and riders with COVID-19 symptoms prior to boarding shared transportation.

Cleaning and Disinfecting

RSD will ensure that:

- All high-contact surfaces (door handles, seatbelt buckles, armrests, etc.) used by passengers are cleaned and disinfected before each trip.
- All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles and shifter, are cleaned and disinfected between different drivers.
- An adequate supply of sanitizing materials and training on their proper use are provided.

Ventilation

RSD will 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 the outside temperature is greater than 90 degrees Fahrenheit.
- The vehicle has functioning heating in use and the outside temperature is less than 60 degrees Fahrenheit.
- Protection is needed from weather conditions, such as rain or snow.
- The vehicle has a cabin air filter in use and the U.S. EPA Air Quality Index for any pollutant is greater than 100.

Hand Hygiene

RSD will provide hand sanitizer in each vehicle and ensure that all drivers and riders sanitize their hands before entering and exiting the vehicle. Hand sanitizers with methyl alcohol are prohibited.