

Model COVID-19 Prevention Program (CPP)

With some exceptions, all employers and places of employment are required to establish and implement an effective written COVID-19 Prevention Program (CPP) pursuant to an Emergency Temporary Standard in place for COVID-19 (California Code of Regulations (CCR), Title 8, section [3205\(c\)](#)). Cal/OSHA has developed this model program to assist employers with creating their own unique CPP tailored to their workplace.

Employers are not required to use this program. Employers may create their own program or use another CCP template. Employers can also create a written CCP by incorporating elements of this program into their existing Injury and Illness Prevention Program (IIPP), if desired. Cal/OSHA encourages employers to engage with employees in the design, implementation and evolution of their COVID-19 Prevention Program.

Using this model alone does not ensure compliance with the emergency temporary standard. To use this model program effectively, the person(s) responsible for implementing the CPP should carefully review:

- All of the elements that may be required in the following CCR, Title 8 sections:
 - [3205, COVID-19 Prevention](#)
 - [3205.1, Multiple COVID-19 Infection and COVID-19 Outbreaks](#)
 - [3205.2, Major COVID-19 Outbreaks](#)
 - [3205.3, Prevention in Employer-Provided Housing](#)
 - [3205.4, COVID-19 Prevention in Employer-Provided Transportation to and from Work](#)
 - The four [Additional Considerations](#) provided at the end of this program to see if they are applicable to your workplace.
- The additional guidance materials available at www.dir.ca.gov/dosh/coronavirus/



November 2020

COVID-19 PREVENTION PROGRAM (CPP) FOR Antioch Charter Academies

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

Date: February 5, 2021

AUTHORITY AND RESPONSIBILITY

Co-Administrators have overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all Co-Administrators 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

All staff members are encouraged to participate in the identification and evaluation of COVID-19 hazards by:

- 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, and independent contractors.
- Potential COVID-19 hazards will be reported to the Co-Administrators, office manager, or site safety representative.

EMPLOYEE SCREENING

We screen our employees by:

- Staff will self-screen according to CDPH guidelines prior to arriving on campus,
- Directly screen employees when they come to work,
- Ensure that face coverings are used during screening by both screeners and employees and, when temperatures are measured, non-contact thermometers are used.

- Employees who come on campus will submit a negative COVID 19 test at least every two months, or more frequently if required by guidance from state/county.

CORRECTION OF COVID-19 HAZARDS

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

- The severity of the hazard will be assessed, and correction time frames assigned, accordingly.
- Individuals are identified as being responsible for timely correction by the Co-Administrators, office manager, or site safety representative.
- Follow-up measures are taken to ensure timely correction.

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:

Physical distancing has two main components: keeping individuals a safe distance, as practicable, from one another, and reducing the number of people with whom an individual interacts face-to-face.

- Limit the number of students assigned to a classroom at a time.
- Desks, tables, and carpet workspaces will be spaced farther apart to ensure a minimum of 6 feet distance between students.
- Create markers to indicate the expected distance between students; especially in high-traffic areas and outside of classroom doors.
- Add physical barriers such as clear plexiglass to separate workspaces if physical distancing between workspaces or between staff, students, and visitors is not possible.
- Large gatherings such as assemblies, events, and dances will not be held until further guidance indicates it is safe to do so.
- Use a rope with knots spaced 4 - 6 feet apart for younger students to hold on to while commuting back and forth from class, if applicable.
- Use cleanable solid partitions that effectively reduce aerosol transmission between the employee and other persons, if applicable.

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, students, and visitors on campus will wear face coverings throughout the day, except while eating or vigorous physical activity outdoors. If a non-employee is not wearing face coverings, an employee will ask them to wear one, provide them one if needed, and ask them to leave campus if they do not comply.
- Students will not be allowed at school without appropriate face covering.

- Students must bring their own face coverings from home. The school has a supply of clean, disposable face masks available when one is forgotten.
- Students should have several masks available to them while at school and should be kept in the student's bag.
- Face coverings cover the person's entire nose and mouth area and are to be secured to the person's head.
- Face coverings that do not cover the nose and mouth, do not stay on the face, are soiled, or have holes or tears are not acceptable and must be discarded.
- Parents are asked to follow the CDC's Mask Guidance here:
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>
- Fabric face coverings should be washed per CDC guidance found at:
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html>
- Parents should discuss proper use of face covering with their children and have children practice wearing face coverings at home and in the community.
- Students will be provided with reasonable accommodations to the extent they have a disability that prevents them from complying with one or more of the face covering or physical distancing expectations outlined in this guidance.
- Per CDPH guidance, staff and students could use face shields, which enable students to see their faces and to avoid potential barriers to phonological instruction. (per Cal/OSHA, considerations for face shields should include a cloth drape attached across the bottom and tucked into the shirt).

Any employee not wearing a face covering, or one that doesn't meet CDC safety standards is failing to comply with safe and healthful work practices. The following outline(s) our disciplinary process: Verbal discussion (documented) for minor offenses per ACA's IIPP.

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.

ENGINEERING CONTROLS

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

- cleanable solid partitions that effectively reduce aerosol transmission between the employee and other persons, if applicable.
- Conduct classes outdoors as much as possible. Music (singing and wind instruments) may only be conducted outdoors.
- Doors and windows are to be opened to increase air ventilation as much as possible.
- Keep heating, ventilation, and air conditioning (HVAC) systems in good repair for ventilation purposes.
- Install and frequently replace air filters with HEPA filters with MERV rating of at least 13.
- Avoid fans that blow air from one person towards another.

We maximize, to the extent feasible, the quantity of outside air for our 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. If the air quality index is red or greater, ACA will transition to a distance learning model. See Guidelines for School Closures document.
- Maintenance staff ensures that the repairs necessary to keep the school in good repair are completed in a timely manner.

CLEANING AND DISINFECTING

The section below provides recommendations for cleaning and disinfection. “Cleaning” involves water and soap or a detergent, does not use disinfecting agents, and significantly decreases germs on surfaces and decreases infectious risks. “Disinfection” kills germs on surfaces using specific agents (see below for those approved for use). If a case has been identified, the spaces where the case spent a large proportion of their time (e.g., classroom, or administrator’s office if an administrator) should be disinfected. Frequent disinfection can pose a health risk to children and students due to the strong chemicals often used and so is not recommended in the school setting unless a case has been identified.

- Clean high-touch surfaces in offices, classrooms, restrooms frequently - at least daily, as well as in between cohorts- items such as, door handles, switches, handrails, desks and tables, chairs, office equipment, etc.
- When cleaning, ensure sufficient ventilation is provided before staff and children arrive, and disinfect the space when children are not present.
- Cover all drinking fountains (where applicable).
- Provide other protective equipment, as appropriate for work assignments: For employees engaging in symptom screening, provide surgical masks, face shields, and disposable gloves. For front office and food service employees, provide face coverings and disposable gloves. For custodial staff, provide equipment and PPE for cleaning and disinfecting, including:
 - For regular surface cleaning, provide gloves appropriate for all cleaning and disinfecting.
 - Classified staff engaged in deep cleaning and disinfecting should be equipped with proper PPE for COVID-19 disinfection (e.g. gloves, eye protection, and mask), in addition to PPE, as required by product instructions. All products must be kept out of children's reach and stored in a space with restricted access.
- Ensuring adequate supplies and adequate time for it to be done properly.
- Informing the employees and authorized employee representatives of the frequency and scope of cleaning and disinfection.

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

- Isolate areas used by any sick person and do not use the space before cleaning and disinfection.
- Spray EPA approved disinfecting products throughout the classrooms, or follow Antioch Unified School District guidelines for custodial staff, that include the spraying of EPA approved disinfecting products throughout the classroom, following guidelines for frequency of application given by CDPH.
 - Use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times.
 - Reduce the risk of asthma-related disinfecting by aiming to select disinfectant products on the EPA List N with asthma-safer ingredients (i.e., hydrogen peroxide, citric acid, or lactic acid).

- o Avoid products that mix the above ingredients with peroxyacetic acid, sodium hypochlorite (bleach), or quaternary ammonium compounds, which can cause asthma.

The risk of getting COVID-19 from cleaning is low. The following are general precautions for cleaning staff, given that community transmission of COVID-19 is occurring:

- Staff should not touch their face while cleaning and only after they can wash hands after cleaning.
- Staff who are responsible for cleaning and disinfecting should be trained to use disinfectants safely and effectively.
- Clean and disinfect all areas used by the person who is sick, such as high-touch surfaces, and items they have touched (e.g., individual desk, cot, recently used toys, shared equipment).
- Wear gloves when cleaning, and wash hands after removing gloves.
- Cleaning staff should thoroughly wash hands with soap and water for at least 20 seconds after gloves are removed.
- All cleaning staff should be trained on the hazards of the cleaning chemicals used in the workplace
- Open the space for use after proper cleaning and disinfecting.

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 the staff/custodial staff and providing the employees with the materials and training to do it themselves.

HAND SANITIZING

We will implement effective hand sanitizing procedures by:

- Evaluating hand washing facilities.
- Determining the need for additional facilities.
- Encouraging and allowing time for employee handwashing.
- Encouraging employees to wash their hands for at least 20 seconds each time.
- Install touchless hand sanitizer dispensers in every classroom. Use Cintas to keep hand sanitizer for dispensers restocked on a regular basis.
- Hang signs in all restrooms about hand washing properly
- Hand sanitizer, tissues, and disposable face coverings will be kept stocked in the classrooms and the office.
- Provide time for students to wash hands before and after eating snack, lunch, and other appropriate times throughout the day
- Keep each student's frequently used classroom tools in a container with his/her name

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 if applicable.

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:

- 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.

Per CDPH guidance, when a student, teacher, or staff member, or a member of the household, tests positive for COVID-19 and has exposed others at the school, implement the following steps:

- In consultation with the local public health officials, the faculty may consider whether school closure is warranted, and determine the length of time for the closure, based on the risk level within the specific community.
- Per standard guidance for isolation at home after close contact, the classroom or office where the COVID-19-positive individual was based will typically need to close temporarily as students or staff isolate.
- Additional contacts at school, outside of the classroom/s, should also isolate at home.
- Additional areas of the school visited by the COVID-19-positive individual may also need to be closed temporarily for cleaning and disinfection.
- Provide a plan for continuity of education, medical and social services, and meal program, and establish alternate mechanisms to support students in quarantine.
- Students and staff to follow school policies on student health in order to be readmitted on campus after being sick.
- Follow guidelines that correspond to specific illnesses, including COVID-19 and others; working closely with local doctors and health departments.

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:

- Employees should report COVID-19 symptoms and possible hazards to the Office Manager.
- 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, employees can access free COVID-19 testing
 - Testing is available through local testing centers. Contra Costa Health Services <https://www.coronavirus.cchealth.org/get-tested>
- 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.
 - Testing is available at no cost to the employee, through local testing centers, during work hours at the Contra Costa Health Services <https://www.coronavirus.cchealth.org/get-tested>
- 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.

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 10 days after the last known COVID-19 exposure to a COVID-19 case.

We will continue and maintain an employee's earnings and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished through worker's compensation, and employer-provided employee sick leave benefits, rights and benefits, where permitted by law and 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 **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 10 days from the time the order to quarantine was effective.
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Charter Council approved: _____ **[date]**

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
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
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			
Employee SafeSchools training			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
water bottles for students and staff			

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)]

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

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

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

ADDITIONAL CONSIDERATION #1: MULTIPLE COVID-19 INFECTIONS AND COVID-19 OUTBREAKS

[This section will need to be added to your CPP if your workplace is identified by a local health department as the location of a COVID-19 outbreak, or there are three or more COVID-19 cases in your workplace within a 14-day period. Reference section 3205.1 for details.]

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 will need to be added to your CPP should your workplace experience 20 or more COVID-19 cases within a 30-day period. Reference section 3205.2 for details.]

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**.