



COVID-19 Prevention Program (CPP) for Maria Montessori School

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

Date: January 26, 2021

Authority and Responsibility

School Director has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all employees are responsible for implementing and maintaining the CPP in their assigned work areas. The administrative team is responsible 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.
- Some program modifications include: limiting student movement during the day; a new daily schedule with the ability to pivot to distance learning quickly if necessary; limited in-person, large group meetings and activities; no off-campus travel; increased use of outdoor spaces; limited before and after-school care hours, and no food service.

Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by: identifying areas or practices that are of concern and report these the school director either in writing or in person.

Employee screening

We screen our employees by: Employees self-screen according to CDPH guidelines. Employees take their temperature (using non-contact thermometer) upon arrival at work.

- Assessment upon arrival and throughout the day monitoring for symptoms such as respiratory, digestive, lethargy, etc... Students and staff with any symptoms of illness will not be permitted to remain on campus.
- Particular attention is given to individuals who report any of the following symptoms, which may appear two to 14 days after exposure to COVID: cough, shortness of breath or difficulty

breathing, fever, chills, muscle or body aches, congestion or runny nose, sore throat, new loss of taste or smell, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, bluish lips or face, nausea or vomiting, and diarrhea.

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 by the school director and a correction time will be assigned (maximum correction time is 24 hrs). Specific individuals will be assigned responsibility for ensuring the corrections take place. The school director will be notified in writing or in person that these corrections have been made.

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:

- **Staff:**
 - Staff is expected to maintain social distancing with each other while at work
 - Stay 6 feet apart
 - Refraining from hugging, handshakes, high-fives, etc.
 - Three staff maximum are allowed in the smaller common areas (i.e. kitchen, staff lunch area, work rooms, inner office). Signs have been posted in these areas delineating maximum number of people allowed in these areas.
- **Group Size & Cohorting**
 - Children will be grouped in steady cohorts of a size appropriate for the classroom, allowing for social distancing.
 - Children from the same family who are enrolled at the same level will be in the same group where practicable.
 - Adults will stay in the same classroom with the same group for the entire day.
 - Groups of children will not be commingled on the playground, lunch area, bathrooms, or during after-care hours.
 - Specials teachers (excluding computer lab classes) utilizing outdoor classroom space wherever possible to facilitate learning and maintaining physical distance from students.
- **Campus Access**

As virus spread is more likely between adults, we are restricting parent and visitor access to student learning spaces.

 - All parents and visitors must enter through the main courtyard area, wear face coverings, and be screened upon arrival.
 - There may be occasions in the future when parents are invited onto campus for meetings and events; in the immediate future, most meetings will be conducted virtually.
 - Access to the interior of the school will be limited to children and staff.
 - Parent volunteers will not operate on campus at this time.
 - School tours will be held virtually, or by appointment with one family (masked and not interacting with students or materials.)
 - Vendors and service providers will be limited to access in areas away from students.

- Emergency service vendors will be scheduled at non-operational times if possible.
- If immediate service is required:
 - Children will be removed from the area accessed by the provider
 - A staff member will accompany the service provider at all times
 - Areas and surfaces will be disinfected after completion service

- **Student Arrivals and Departures & Campus Movement**

Staggered arrival/departure times will be used for all student pods. Students will be assigned a specific time and entry/exit point into the campus based upon their pod assignment.

- **Drop off – Primary Students**

- Parents will drop off children in the courtyard to limit access to the interior of the building.
- Parents should maintain 6 feet of distancing while waiting to drop off.
- Staff members will meet the parent and child in the courtyard.
- Contactless sign in: Staff member will sign in child for the day by visual identification of the parent. This will be entered into the student log-in record.
- If child will be dropped off outside the normal drop-off window of time, parent will contact the office by phone upon arrival so the child can be met in the courtyard and escorted to the classroom.

- **Pick Up – Primary Students**

- Parents will pick-up students from the courtyard. Students will be brought from the classroom/play-yard by a staff member.
- Parents should maintain 6 feet of distancing while waiting for the child.
- Contactless sign out: Staff members will sign out children for the day by visual identification of the parent. This will be entered into the student log-out record.
- If child will be picked up outside the normal pick-up window of time, parent will contact the office by phone upon arrival so the child can be escorted from the classroom.

- **Drop off – Lower Elementary Students**

- Parents will drop off children in the front gate exterior bark/bench area to limit access to the interior of the building.
- Parents should maintain 6 feet of distancing while waiting to drop off.
- Staff members will meet the parent and child in the front of the school.
- If child will be dropped off outside the normal drop-off window of time, parent will contact the office by phone upon arrival so the child can be escorted to the classroom.

- **Pick Up – Lower Elementary Students**

- Parents will pick-up students from the front gate bark/bench area. Students will be brought from the classroom/play-yard by a staff member.
- Parents should maintain 6 feet of distancing while waiting for the child.
- If child will be picked up outside the normal pick-up window of time, parent will contact the office by phone upon arrival so the child can be escorted from the classroom.

- **Drop off – Upper Elementary/Secondary Students**

- Parents will drop off children at the back-gate area to limit access to the interior of the building.
- Parents should maintain 6 feet of distancing while waiting to drop off.

- Staff members will meet the parent and child at the gate.
- If child will be dropped off outside the normal drop-off window of time, parent will contact the office by phone upon arrival so the child can be escorted to the classroom.

- **Pick Up – Upper Elementary/Secondary Students**

- Parents will pick-up students from the back-gate area. Students will be brought from the classroom by a staff member and wait in their separate classroom cohorts.
- Parents should maintain 6 feet of distancing while waiting for the child.
- If child will be picked up outside the normal pick-up window of time, parent will contact the office by phone upon arrival so the child can be escorted from the classroom.

- **Student Movement on Campus**

- Timing of student movement from class to playground, lunch area, outdoor classes, etc... will be arranged such as to minimize student interaction between cohorts.

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.

- **Face Coverings and Protective Equipment**

- Primary children are permitted, but will not be forced to wear face coverings at school.
- Elementary children will be asked to wear face coverings at school, and always when interacting with others.
- All staff will wear a face covering while onsite at school, while moving about on campus, and when interacting with teachers, other staff, parents, and students.
- Face shields are permitted for staff when necessary for the student to see the mouth movement (for speech clarity) or when conveying emotion or comfort for the child (pending further Health Department guidance).
- Use of gloves is required while disinfecting surfaces, materials and objects; gloves are optional at other times.
- Parents are required to wear face coverings during student drop off and pick up.
- Students and Parents will provide their own face coverings.
- According to public health officials, individuals can spread COVID-19 to others even if they do not feel sick. While not a substitute for physical distancing, the use of face coverings is an important way that we, as a community, can protect each other by mitigating the spread of COVID-19.
- Exceptions may be made with consideration for medical reasons and age and to accommodate eating and drinking; outdoor and physical activities, including P.E.; and instructional time when physical distancing can be maintained and additional preventative measures are in place.
- CDC guidelines provide general considerations for wearing and maintaining a face covering, including the following:
 - The mouth and nose are fully covered
 - The covering fits snugly against the sides of the face so there are no gaps

- The wearer does not have any difficulty breathing while wearing the covering
 - The face covering can be tied or otherwise secured to prevent slipping
- Face coverings do not have to be worn by employees when they are alone in their classroom or office.
- Disposable face coverings are available to all staff members. We encourage all employees to remind one another regarding how to properly wear a mask and when face masks are required. IF an employee continues to incorrectly follow these rules, the school director can be notified in person or in writing and will proceed to correct the offending employee(s).

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: All doors and windows are kept open on a daily basis

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

- Air Flow
 - The School's HVAC system, coupled with open doors and window, allows for the maximum amount of incoming fresh air, and limited air recirculation. The School will continue to maintain an rigorous filter replacement schedule to support the best air quality.
 - Classroom doors and windows will remain open to maximize air flow and exchange.
 - Classrooms without extensive air flow will have hepa filter air purifier(s) to assist in air exchange.
 - Fans are available on an as needed basis

Cleaning and disinfecting

We implement the following cleaning and disinfection measures for frequently touched surfaces: MMS uses CDC-approved, eco-friendly medical-grade disinfectants and has implemented updated cleaning, disinfecting, and ventilation practices.

- Common areas will be disinfected with EPA COVID19 approved products (Clorox wipes, Lysol spray, etc.) after drop off time, after lunch, between use by different cohorts, and at the end of the day:
 - Adult and child bathrooms: faucets, toilets, handles, sink surfaces, paper towel and soap dispensers
 - Kitchen and staff room surfaces
 - Keypads (i.e copy machines)
 - All door handles (inside and out)
 - Shared computers and monitors
 - Phones

- Front desk (horizontal surfaces)
- Hand rails

- Classroom common areas (outdoors included) will be disinfected with EPA COVID19 approved products (Clorox wipes, Lysol spray, etc.) periodically during the day, and between use by different cohorts:
 - Tables and chairs
 - Shelf edges
 - Commonly used materials and objects
 - Cubbies
 - Door handles
 - Bike handles and seats
 - Commonly used outside toys
 - Grab bars on playground equipment

- Classrooms and common areas will be treated nightly with a disinfectant fogger (non-toxic) in order to sanitize materials and soft surfaces.
- Staff have been aware of these cleaning procedures and the frequency with which they occur.

- The cleaning staff has been instructed regarding use of proper equipment and trained in its use following a COVID-19 case. Cleaning will occur more than 24 hours following the case vacating the facility.

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

All common use items are sanitized on a daily basis either by a teacher or by the cleaning staff. Employees have been provided cleaning materials and instructed in the proper use of these materials.

Hand sanitizing -

In order to implement effective hand sanitizing procedures, we:

- **Handwashing**
 - Children:
 - Upon arrival, children will be required to wash their hands.
 - Children will wash hands under supervision before snack, before lunch, after-playtime, and at the end of the day.
 - Each classroom cohort will utilize either a designated restroom or portable handwashing station.
 - Supervised use of hand-sanitizer will be allowed as necessary throughout the day, but not as a substitute for handwashing.
 - Staff:
 - Staff will wash hands at a minimum upon arrival, at each break and at the end of day.
 - Hand washing stations will be equipped with sanitizing wipes for use on handles and dispensers between individual use.

- Hand sanitizer will be provided for staff to use as needed.
- Frequent handwashing is critical in preventing the spread of COVID-19 and other infectious diseases. Everyone is instructed to wash their hands throughout the day for at least 20 seconds with soap and water.

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:

- MMS has a plan to work with public health officials if a community member tests positive for COVID-19. The School and/or local public health officials will work with the infected person to identify close contacts and will notify community members who may be close contacts. Patient confidentiality will be maintained.
- Anyone who is absent due to a positive COVID-19 test shall not be permitted back in school until at least 10 days after the positive test result, and other symptom improvement. Longer absence may be warranted and required by the school, dependent upon further health authority guidance.
- Anyone who is absent due to close contact with a person who has COVID-19 shall not be permitted back in school until 14 days after last exposure. This person should check temperature daily and be observant for any onset of symptoms. They should also stay away from anyone who is at higher risk for getting sick and get tested.
- The school director will be responsible for communicating COVID positive results to the Health authorities and to possible exposed persons.
- In addition to the aforementioned requirements, anyone who is required to be off-campus due to a COVID-19-related concern must consult and receive clearance from the school director before being allowed back on campus
- All cases of COVID will be reported to the campus community via email or phone calls.
- **Testing for COVID-19 for staff**
- Periodic surveillance testing for staff (further guidance as to intervals currently pending; rolling staff testing 25% each 2-week period).
 - Staff will be referred to their health provider to be tested (as mandated by Department of Managed Health Care memo 7/23/20; teachers as essential workers, or to free County testing sites).
 - No isolation required while waiting for results.
 - School may require testing on an individual basis if warranted and as it becomes more widely available.

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: Employees

- will report to the school director either in person or via phone
- 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: Employees can go for a covid test through local County testing centers. This can be done on school time.
 - In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing during working hours 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.
- MMS has implemented a specific COVID-19 health support policy that promotes staff staying at home when they are sick or displaying symptoms of COVID-19, when household members are sick or displaying symptoms of COVID-19, or when required by a healthcare provider to isolate or quarantine themselves or a member of their household.

Appendix D: COVID-19 Training Roster will be used to document this training.

Exclusion of COVID-19 Cases

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

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- 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 CARES act sick leave use, employer proved sick time, and continuation of benefits for the duration of the illness.

- 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 on our website, at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

Return-to-Work Criteria

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

Appendix B: COVID-19 Inspections

Date:

Name of person conducting the inspection:

Work location evaluated:

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Operational and open doors and windows			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration - fans			
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			

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:

Name of person conducting the investigation:

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):	
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.	Date:		
	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.

Additional Consideration #1

Multiple COVID-19 Infections and COVID-19 Outbreaks – 3 or more cases in 14 days

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 – 20+ cases

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**.