

Bethel Christian Schools – Riverside, CA

COVID-19 Prevention Program (CPP)

Key Contacts Described in Plan

Superintendent	Dr. Michael Crites	951-359-1123
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COVID-19 Prevention Program (CPP) for Bethel Christian Schools – Riverside CA

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

Date: January 27, 2021

Authority and Responsibility

The Superintendent has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies, and procedures, and assisting in maintaining a safe work environment.

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections** form as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Employee participation

Staff, students, families, and visitors are encouraged to participate in the identification and evaluation of COVID-19 hazards by reporting their concerns to the Dean of Students, Principal, or school office immediately.

Employee screening

We screen our employees by having them self-screen according to CDPH guidelines. We ensure that face coverings are used during screening by both screeners and employees. We take temperatures using non-contact thermometers.

Note: Face masks are available to all employees in the school office where screening takes place.

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:

1. The severity of the hazard will be assessed, and correction time frames assigned, accordingly.
2. Individuals will be identified as being responsible for timely correction.
3. Follow-up measures will be taken to ensure timely correction is taken.

Control of COVID-19 Hazards

Physical Distancing

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

- Staff and students always remaining at least six feet distance from one another, where practicable, in the classroom and outside the classroom.
- Teacher and other staff desks will be placed at least six feet away from student desks.
- A good-faith effort will be made to seat students 6 feet apart from each other when practicable.
- When weather permits, consideration will be given to having classes outside.
- Lunch and break times are staggered throughout the school day to avoid mixing and allow students to remain in established groups.
- Students will eat their lunch outdoors, unless inclement weather or poor air quality does not allow it.
- Lunch recess areas will be extended to accommodate physical distancing guidelines.
- Physical education classes will take place adhering to specified guidelines to the extent practicable and no equipment will be shared unless properly disinfected first.
- Visual cues such as signs and floor markings are used to indicate where staff, students, and visitors should be located or their direction and path to travel.
- On a volunteer basis, we allow employees to work from home when applicable.

Stable Groups

At Bethel Christian Schools, a stable group is defined as a group with fixed membership that stays together without mixing with any other groups for any activities. Therefore, in order to align with our definition, we have placed each of our elementary grades (K-5) in their separate groups. For example, Kindergarten (group 1); First Grade (group 2); Second Grade (group 3), and so forth. By doing this, it allows our staff to keep each group separate throughout the day for recess, lunch breaks, PE, morning pick-up, afternoon pick-up, chapel service, and other activities to avoid potential mixing. Additionally, each group will be assigned one Teacher and a Teacher's Assistant.

Due to the nature of middle and high school students transitioning between classes per period, grade level mixing within various subject matter is unavoidable. This is due to students being placed in a variety of different courses based on levels and electives. However, since middle and high school students share campus space, we consider middle school and high school two separate stable groups since mixing has been reduced whenever practicable.

Entrance, Egress, and Movement Within the School Students

- During morning drop off students will be directed to go to their class to avoid possible mixing.
- Students will then have their temperature taken by their teacher.
- Recesses, breaks, and lunches are scheduled to limit the amount of contact between groups.
- Entrance and exit routes to and from classrooms and one-way directions around buildings will be implemented to limit contact with different groups. During student pick-up, each grade level will be assigned a pickup location for parents to pick-up their child(ren).

Staff

- Staff has been trained to avoid close contact with students, other staff, and visitors when practicable.
- Staff has been directed to walk to classes in a one-way direction around buildings to avoid the possibility of mixing.

Visitors

- All parents, visitors, and vendors will be screened prior to entering the main areas of Bethel's campus and then directed to the school office.
- Parents, under most circumstances, will not be allowed to enter classrooms.

NOTE: *Until further notice, our bus transportation is suspended.*

Face Coverings

- In accordance with the California Department of Public Health (CDPH) and our local health department, all students (K-12) and adults, which include but are not limited to; staff, parents, vendors, and visitors will be required to wear a face mask upon entering school grounds.
- Staff, in limited situations where a face covering cannot be used for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs) a face shield will be used instead of a face covering while in the classroom as long as the staff member maintains physical distance from others, to the extent practicable. Staff will return to wearing a face covering outside the classroom.
- For staff who come into routine contact with others, CDPH *recommends* the use of disposable 3-ply surgical masks, which are more effective than cloth face coverings.
- Face coverings may be removed temporarily for purposes of eating meals and snacks.
- Face covering may be removed temporarily for outdoor recreation only if students and staff are able to maintain a physically distanced space of 6 feet or more between one another.
- Anyone that inadvertently fails to bring a face covering to the school will be given a face mask.
- If a student, parent, or visitor refuses to wear a face covering, the individual will be removed from the school.
- Staff that serves food and beverages will be required to wear gloves in addition to face coverings.

**People are exempt from the face covering requirement if they are under the age of 2, have a medical or mental health condition or disability that would impede them from properly wearing or handling a face mask, or when it would inhibit communication with a person who is hearing impaired.*

Engineering controls

It is expected that environmental conditions and airflow influence the transmissibility of COVID-19. Adequately ventilated classroom environments (e.g., open windows with air flow, and improved airflow through ventilation systems) are expected to be associated with less likelihood of transmission compared with poorly ventilated settings. Bethel is committed to increasing the proportion of outside air brought in through these systems (when possible) and to the use of outdoors or environments with improved ventilation (e.g., keeping windows open, doors propped, etc.).

Ventilation (AC Units) are checked annually for hazards, mechanical issues, and maintenance.

NOTE: *Installing a UV Light in the HVAC system is currently in discussion and may be considered via fundraiser.*

Cleaning and disinfecting

An enhanced cleaning schedule beyond normal vacuuming and trash collection will be used throughout each school day with emphasis on high-touch surfaces. Maximum efforts will be made to reduce the need to touch objects (no-touch waste containers, prop doors open when applicable, etc.), and teachers and staff will regularly reinforce “no sharing” policies in regard to food, water bottles, or cutlery. To the greatest extent possible, classroom materials and equipment will be made of materials that can be easily cleaned and disinfected after each use.

- Disinfect with Strike Bac Disinfectant Cleaner (**Best EPA Registered COVID-19 Disinfectant**) daily.
- Disinfect light switches, door handles, sink handles, tables, chairs, desks, and any other commonly touched surfaces regularly, preferably during recess and lunch and at the end of the day.
- Disinfect restrooms, floors, sinks, lunch tables, and water fountains* throughout the day.

*Parents and students will be encouraged to bring water bottles to school daily limiting the use of our water fountains and water refilling stations.

NOTE: A copy of the Material Safety Data Sheet (MSDS) will be available in the school office for review. Additionally, if school admission increases, BCS will look into a feasible option of hiring a professional cleaning company in addition to our in-house custodial staff.

Shared equipment and personal protective equipment (PPE)

Items that staff come in regular physical contact with, such as phones, fax machines, desks, keyboards, writing materials, printers, copiers, etc. will not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by our approved disinfectant sprays.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- Routinely evaluate handwashing facilities and hand sanitizing stations to ensure there is soap and paper towels in the restrooms, hand sanitizing stations are full and functioning, and all rooms and offices have hand sanitizer.
- Teach students and remind staff to use tissue to wipe their hands and to cough/sneeze into a tissue or their elbow even when wearing a face covering.
- Students will be taught how to clean their hands properly using soap and water for a minimum of 20 seconds, and instructed to avoid touching their face, eyes, nose, and mouth as much as possible throughout the day.
- A regular schedule for routine hand hygiene, above and beyond what is usually recommended, will be incorporated into the elementary (K-5) schedule (after break, before returning to class, before and after lunch, PE, etc.). For practical reasons and to avoid excess traffic in the hallways, the preferred strategy for these extra hand hygiene moments would be hand sanitizer provided by the teacher or from hand sanitizing stations that have been strategically placed around campus.

NOTE: It is recommended that parents provide pocket-size sanitizer for their student(s) to bring to school.

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.

Investigating and Responding to COVID-19 Cases

Confirmed Cases of COVID-19 and Exposures

When a student, teacher, or staff member tests positive for COVID-19 and has exposed others at the school, the school will do the following:

1. Staff and students that test positive for COVID-19 will not be allowed on school grounds and must remain in isolation for 10 days. If results become known while the individual is on Bethel's campus, the individual will be immediately sent to the school's quarantine/isolation room to wait for parent/guardian pick up unless they are able to safely drive off campus.
 - a. The individual who has tested positive for COVID-19 will need to be isolated for 10 days (from symptom onset or 10 days from test date if the case had no symptoms or if unsure when symptoms first started).
 - b. After 10 days of the isolation period, the individual must be without a fever for 24 hours without the use of medication and other symptoms have improved for isolation to be lifted and the individual cleared to come back to work or school.
2. Activate our COVID-19 confirmed case protocol.
 - a. Notify Local Health Department and complete **Appendix C: Investigating COVID-19 Cases**. This report will be used to report cases of COVID-19, identify individuals who have been exposed to COVID-19, and to identify areas of the school that may be contaminated.
 - i. A student or staff member is determined to be exposed to COVID-19 when an individual is found

- to be less than 6 feet from the infected person for more than 15 minutes.
- II. The Dean of Student will conduct and determine who is considered exposed through interviewing various staff members and students (when practicable).
- b. Identify areas that may be contaminated. Contaminated areas will be closed off for 24 hours before cleaning and disinfecting to avoid exposure (if practicable).
- c. A student who has been exposed, based on contact tracing, will have parents notified, by the school's administrative assistant, for immediate pick-up. Parents will need to do the following:
 - I. Self-quarantine their child for a minimum of 10 days.
 - II. Strongly encourage parents to have their child tested for COVID-19 if their child develops symptoms during this time.
 - III. If their child is symptom free during the 10-day self-quarantine, the child may return to school on the 11th day.
 - IV. The student will not be penalized academically and may be switched to our distance learning program during this time.
- d. A *staff member* who may have been exposed will be sent home immediately to do the following:
 - I. Self-quarantine for a minimum of 10 days.
 - II. Strongly encourage the staff member to be tested for COVID-19 if symptoms develop within the 10-day self-quarantine period.
 - III. If the staff member is symptom free during the 10-day self-quarantine period, they may return to school on the 11th day.
 - IV. The staff member will be referred to our Human Resource Department to review various benefits, labor laws, disability insurance, Paid Family Leave, and unemployment insurance.

Symptomatic Students, Teachers, or Staff Members

Students and staff members who become sick and develop COVID-19 symptoms while at home or at school will need to do one of the following:

1. Quarantine for a minimum of 10 days. The student or staff member may return to campus on the 11th day or thereafter if,
 - a. The individual does not have a fever for 24 hours without the use of medication.
 - b. Symptoms are improving.
2. The student, teacher, or staff member receives clearance from their primary care physician or health professional clearing them to return to school/work.
3. The student, teacher, or staff member gets tested for COVID-19. During this time, they must quarantine.
 - a. If the results of the COVID-19 test are negative, the student, teacher, or staff member may return to Bethel if,
 - I. the individual does not have a fever for 24 hours without the use of medication and
 - II. symptoms are improving.
 - b. If the results of the COVID-19 test are positive, the individual will need to do the following:
 - I. The individual who has tested positive for COVID-19 will need to be isolated for 10 days from symptom onset or 10 days from specimen collection date if asymptomatic or if unsure when symptoms first started.
 - II. On the 11th day of the isolation period, the individual must be without fever 24 hours without the use of medication and symptoms are improving for isolation to be lifted and the individual cleared to come back to work or school.

Note: The school will activate our Confirmed Case Protocol as stated under **Investigation and Responding to COVID-19 Cases if there is a positive test case.*

Testing Strategy Approach and Vaccination

Approach – Surveillance Testing

Bethel Christian Schools requires all staff and highly suggest students to be tested according to the following table:

	Yellow Tier CR < 1.0* TP < 2%	Orange Tier CR 1.0-3.9* TP 2-4.9%	Red Tier CR 4-7* TP 5-8%	Purple Tier CR > 7-13.9* TP > 8%
Staff	Symptomatic and Response Testing	Symptomatic and Response Testing	Symptomatic and Response Testing plus Every 2 months asymptomatic testing.	Symptomatic and Response Testing plus Every 2 months asymptomatic testing.
Students	Symptomatic and Response Testing	Symptomatic and Response Testing	Symptomatic and Response Testing	Symptomatic and Response Testing

TP = test positivity

* The case rates above are adjusted case rates.

** Bi-monthly asymptomatic testing assumes the use of a PCR test.

Additional Information:

- Students or staff who have tested positive for active infections with SARS-CoV-2 virus within the last 90 days are exempt from asymptomatic testing.
- In the event of an outbreak on campus, staff will be required to test weekly until it is determined that the outbreak is over.
- Students and staff are advised to receive a PCR test from their primary care physician, CVS, or private provider.
- School administrative assistant will work with each staff member to arrange and confirm their appointment, confirm their test was taken, and collect results in accordance with privacy laws.
- Results of each staff member's test will be sent via email to the school's Administrative Assistant forwarded to the Dean of Students for actionable steps.
- Students or staff who have tested positive for active infection with COVID-19 virus within the last 90 days are exempt from asymptomatic testing.

Definitions:

- **Outbreak:** CDPH defines an outbreak as 3 or more confirmed or probable cases of staff or students occurring in a 14-day period who are epidemiologically linked in the school, are from different households, and are not contacts of each other in any other investigation cases (e.g., transmission likely occurred in the school setting).
- **Symptomatic testing:** This testing is used for individuals with symptoms of COVID-19, either at home or at school. In this situation, the school guidance requires that these individuals stay home and isolate in case they are infectious. The Guidance includes the possibility of return to school in the case of a negative test for SARS-CoV-2 and 24 hours after fever is resolved and symptoms are improving.
- **Response testing:** This testing is used to identify positive individuals once a case has been identified in a given stable group. Response-based testing can be provided for symptomatic individuals or for asymptomatic individuals with known or suspected exposure to an individual infected with SARS-CoV-2.
- **Asymptomatic testing:** This testing can be used for surveillance, usually at a cadence of every 2 weeks or less frequently, to understand whether schools have higher or lower rates of COVID19 rates than the community, to guide decisions about safety for schools and school administrators, and to inform LHDs about district level in-school rates. Asymptomatic testing can also be used for screening, usually at a higher cadence (weekly or twice weekly) than surveillance testing, to identify asymptomatic or pre-

symptomatic cases, in order to exclude cases that might otherwise contribute to in-school transmission. Screening testing is indicated for situations associated with higher risk (higher community transmission, individuals at higher risk of transmission (e.g., adults and high school students transmit more effectively than elementary aged students)).

Note: In the event of a positive case, our COVID-19 confirmed case protocol will be activated as explained in our Confirmed Case Guideline.

Vaccination

We have notified employees that the CDPH strongly recommends that all persons eligible to receive COVID-19 vaccines receive them at the first opportunity. Currently, people under 16 are not eligible for the vaccine since trials for that group are still underway.

Triggers for Switching to Distance Protocol

Bethel Christian Schools onsite program will be suspended and switched to our Distance Learning Protocol if:

1. Within a 14-day period, an outbreak has occurred in 25% or more stable groups in the school.
2. Within a 14-day period, at least three outbreaks have occurred in the school AND more than 5% of the school population is infected.
3. The Local Health Department may also determine school closure is warranted for other reasons, including results from public health investigations or other local epidemiological data.

Note: The CDPH defines a school outbreak as 3 or more confirmed or probable cases of staff or students occurring within a 14-day period who are epidemiologically linked in the school, are from different households and are not contacts of each other in any other investigation cases (e.g., transmission likely occurred in the school setting)

System for Communication

The Superintendent will work alongside the School Principal to communicate confirmed cases to staff, teachers, students, and parents about cases and exposure through emails, school notifications, video messages, and/or virtual Zoom meetings. Names of individuals who have been diagnosed or exposed to COVID-19 will be held confidential as required by FERPA and state law.

Staff, students, and families need to report COVID-19 symptoms, positive cases, exposures, and possible hazards to the Dean of Students or call the school office.

Training and Instruction

Staff and families will be trained through email, in-person/virtual meetings (adhering to physical distancing), and school videos, educating them about:

- Enhanced sanitation practices
- Proper use, removal, and washing of face coverings.
- COVID-19 specific symptom identification
- How to prevent the spread of COVID-19 in the case of sickness. This includes the importance of not coming to work or school if one becomes symptomatic, if they live with someone that has tested positive for COVID-19 or has come into close contact with someone who has tested positive for COVID-19.
- School procedures when a staff member or a student becomes symptomatic at school.
- Information regarding COVID-19-related benefits to which staff members may be entitled under applicable federal, state, or local laws.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their

eyes, nose, or mouth.

- An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of facecoverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Providing up-to-date information pertaining to the identification of the signs and symptoms of potential COVID-19 in individuals.

NOTE: Parents and caregivers are ultimately responsible for the daily screening of their children at home prior to entering campus. A weekly checklist will be provided online via FACTS for parents to complete with their student(s) before arriving at school on Monday to clear for entry.

Exclusion of COVID-19 Cases

Where we have a COVID-19 case on our campus, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from our campus until our return-to-work requirements are met.
- Excluding staff and students with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by referring the employee to our Human Resource Director for review of available benefits such as employer-provided employee sick leave benefits, payments from public sources or other means of maintaining earnings, rights and benefits, where permitted by law and when not covered by workers' compensation.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases on our campus 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 any staff or student occurring on our campus or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

Return-to-Work Criteria

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

Superintendent January 28, 2021

Appendix A: Identification of COVID-19 Hazards

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

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

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

Date: **[enter date]**

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

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

Appendix B: COVID-19 Inspections

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			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities and hand sanitizing stations (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
Stable groups			
Entrances, egress, and movement within school			
PPE (not shared, available and being worn)			
Face coverings, face shields, and gloves (adequate supply)			

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>	
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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.

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

In the event of an Outbreak,

- Three or more confirmed or probable cases of staff or students occurring in a 14-day period who are epidemiologically linked in the school, are from different households, and are not contacts of each other in any other investigation cases (e.g., transmission likely occurred in the school setting) or
- The school or stable group is identified by the local health department as a COVID-19 outbreak,

this consideration will be in effect until there are no new COVID-19 cases detected in the school or stable group for a 14-day period.

COVID-19 testing

- We will provide a resource and direct all staff and students who were exposed to be tested by their primary care physician, private provider, or CVS for COVID-19 except for staff 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 consists of the following:
 - All staff members who are exposed will be immediately tested and then tested again one week later. Negative COVID-19 test results of staff members with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
 - We will require additional testing when deemed necessary by Cal/OSHA.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and staff members who had COVID-19 exposure are excluded from the school in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria** requirements, and local health officer orders if applicable.

Investigation of workplace COVID-19 illness

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 investigation, review and hazard correction

In addition to our CPP **Identification and Evaluation of COVID-19 Hazards** and **Correction of COVID-19 Hazards**, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
 - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
 - Our COVID-19 testing policies.
 - Insufficient outdoor air.
 - Insufficient air filtration.
 - Lack of physical distancing.
- Updating the review:
 - Every thirty days that the outbreak continues.

- In response to new information or to new or previously unrecognized COVID-19 hazards.
- When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
 - Moving indoor tasks outdoors or having them performed remotely.
 - Increasing outdoor air supply when work is done indoors.
 - Improving air filtration.
 - Increasing physical distancing as much as possible.
 - Respiratory protection.

Notifications to the local health department

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

Additional Consideration #2

Major COVID-19 Outbreaks

A major COVID-19 outbreak occurs if our school experiences 20 or more COVID-19 cases within a 30-day period. 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 staff members 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**.

