

Vox Collegiate of Los Angeles COVID-19 Prevention Program (CPP)

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)).

The following CPP has been developed based on the CALOSHA template. Additional support documents and information specific to COVID-19 Safety Prevention Program are available upon request.

COVID-19 Prevention Program (CPP) for Vox Collegiate of Los Angeles (Vox)

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

Date: March 23, 2021

Authority and Responsibility

TyAnthony Davis, Head of School, Jasmine Banks, Principal, and Carol Caro, Operations Manager, have 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

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by participating in Covid Compliance Team (CCT) meetings at the school site level as well as in meetings with their direct supervisor. In addition, cleaning and hygiene protocols are regularly discussed.:

Employee screening

We screen our employees in accordance with Los Angeles County Department of Public Health (LACDPH or CDPH) guidelines. Vox has also elected to conduct an active

screening process for staff and students that requires a daily temperature check prior to entering campus. Vox utilizes non-contact thermometers and staff facilitating the screening process wear appropriate PPE that will include a mask or face-shield with drape, gloves and face shield if necessary, and other safety equipment if requested. Staff agrees to wear a face covering. If exposed, staff will get clearance from Human Resources or their direct supervisor prior to resuming their work assignment.

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:

Hazards will be evaluated by the School Safety Team for level of risk to employees and students, and the highest priority will be assigned to mitigate the most egregious and more risky hazards. The COVID-19 Compliance Team will assign correction of hazard to individual(s) who will be responsible for the timely correction of the issue in a given timeframe. The School Safety Team will follow up with the individual to ensure the correction is made in said timeframe. Potential hazards and their mitigations will be systematically reviewed in School Safety Team meetings.

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:

- Minimizing the need for workers to be in the workplace – to the greatest extent possible, employees able to work remotely are encouraged to do so and provided with required tools in which to do so successfully.
- Visitors to campus are limited to only essential visitations (including pick up of technology/tools, turning in forms, etc.). All visitors are encouraged to make an appointment and will wait outside of the main office if another visitor is waiting or interacting with office staff inside.
- Vox will use space creatively to spread out workspaces and reduce the number of persons in an area at one time, including visitors. In-person meetings are encouraged to be held outside, or converted to a phone call or Zoom meeting so as to minimize the number of people in an office space.
- Visual cues such as signs and floor markings will be posted to indicate the six foot distance from others and clarify direction and path of travel.
- Vox may stagger hours of employees on campus and their scheduled break times to ensure fewer employees in communal spaces.
- To the extent possible, employees are encouraged to consume all meals outdoors (not in staff work room) or in an isolated area if possible. If not possible, must at least maintain the 6 ft. distance from other staff and students.

Classroom/Instructional/Academic Learning Spaces:

- Vox shall ensure a minimum physical distancing radius of six (6) feet between all student workspaces, between all educator and student workspaces, and between all employee workspaces. Every student will require a minimum of thirty (30) square feet of physical space as recommended by the LACDPH.
- Staff members shall make every reasonable effort to maintain a physical distancing radius of six (6) feet, between themselves and students.
- All student workspaces shall be measured and marked to maintain the physical distancing requirement prior to the start of in-person learning.
- Vox shall calculate the maximum capacity of all workspaces while maintaining physical distance requirements. This capacity will include the teacher, assigned support staff and student.
- Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

Clear Rules on Classroom Instruction:

- Student cohorts will be considered in their classroom.
- Students will be grouped in cohorts by classroom with no more than 14 individuals in a classroom (combined students and staff) when feasible.
- School will continue to offer distance learning for families not ready to return.
- While indoors, students will be physically distanced 6 ft, or 30 sq. ft. when feasible.
- Desks and/or workstations will face in the same direction as feasible.
- Vox will utilize the same PPE and safety protocols that is currently being used with the small
- group cohorts attending the sites.
- Recess and break times will be staggered, or grouped by cohorts to limit the interaction of
- cohorts as feasible.
- Signage and markings will be used to keep students physically distanced as much as feasible.

Entrance, Egress, and Movement Within the School:

Drop Off Procedures (Arrival):

- Gates will open at 30 minutes before the start of school. To adhere to physical distancing precautions, students will not be allowed to be dropped off earlier.
- Parents and visitors will not be permitted to walk their student(s) to the classroom.
- There will be a single point of entry for each campus.
- Students will be required to report directly to their classrooms.
- Initial screening will take place at home. Additional screening and temperature checks will take
- place at the designated gates or drop-off areas.

- One-way directions/movements will be established in high potential traffic areas.

Dismissal Protocols: At the end of the day students will be dismissed in cohorts to be picked up by a parent/guardian.

- Students will be released on a staggered schedule.
- One-way directions/movement will be established in high potential traffic areas.
- Parents will not be permitted on campus during dismissal.

Office Policies and Procedures:

- Office Hours: 7:30 am to 3:00 p.m. (one point of entry)
- To ensure social distancing we ask that no more than one visitor enter the office at any time.
- We ask that visitors come to the office only when business and or concerns cannot be conducted over the phone or by email.
- Masks and hand-sanitizer will be required for all visitors who enter the office. If you do not have a mask, a disposable mask will be provided at the door.
- Offices will have designated areas for visitors. We ask that all visitors remain within the designated areas.
- Public restrooms will not be available for visitors during this time.
- We ask that parents notify the office of dismissal changes by 10:00 a.m. daily
- Deliveries to classrooms will not be permitted during the school day. This includes but is not limited to forgotten books/assignments, birthday treats, lunches, etc.

Visitors on Campus:

- Non-essential visitors and volunteers will not be allowed on campus until Los Angeles County Public Health permits. This includes, but is not limited to, eating lunch with children, classroom birthdays, awards ceremonies, walking students to their classrooms, etc.
- 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 are required to be properly worn while in the presence of others, by all individuals on a school campus indoors. While outdoors, face covering is required if physical distancing is not possible for adults. Staff is trained on how to redirect and instruct students and others who are not in compliance with the face covering requirements. A unit member or student with a medical condition that cannot wear a mask will be addressed on a case-by-case basis.

- All staff must use face coverings, or a face-shield with drape while using shared indoor spaces or when physical distancing cannot occur outdoors.
- Students at all grade levels will be required to wear masks while using shared indoor spaces.
- A face shield, with a drape, is an acceptable alternative.
- Families may choose the distance learning option if they do not wish to follow the above guidelines.

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:

- Vox will construct plexi-glass structures in offices and high traffic areas.

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

Vox affirms that public health officials indicate that proper ventilation is necessary to minimize the transmission and infection from COVID-19 especially for individuals in a closed space for extended periods of time by reducing the airborne concentration of the virus and thus the risk of transmission and infection of COVID-19 through the air. All locations with functioning windows shall be encouraged to keep them open depending on weather, temperature, or air quality conditions.

Classrooms will be equipped with Air Purifier systems and/or will have the required ventilation according to local public health officials.

Hygiene Practices

Vox aims to ensure adequate supplies are available to support healthy hygiene behaviors. Vox will have the following available:

- Soap
- Tissues
- No-touch trash cans

- Face coverings
- Hand sanitizer
- Medical grade cleaning supplies
- Hand sanitizing dispensers have been installed in all classroom points of entry. Students will be required to sanitize hands upon entry and exiting the classroom.
- Soap dispensers have been added to all staff and student restrooms; students will be encouraged to wash hands frequently.

Cleaning and disinfecting

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

- All classrooms, offices and other used facilities at the school site will be cleaned and disinfected daily per CDC guidelines. Cleaning schedules will ensure frequent cleaning/sanitization is occurring frequently throughout the day.
- Vox shall ensure that all classroom spaces, restrooms, common spaces, and workspaces are cleaned and disinfected daily, including but not limited to desks, doorknobs, light switches, faucets, and other high touch fixtures, using the safest and most effective disinfectant necessary, as recommended by federal, state, and/or local health officials.
- Close off areas used by any sick person and do not use them until they have been cleaned. Ensure safe and correct application of disinfectants and keep disinfectant products away from children.
- Cleaning schedules, training, and adequate supplies will be provided to all custodial staff.
- Regularly monitoring will take place at the school sites to ensure that both frequency and scope of cleaning and disinfection is taking place.
- Use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times. Provide employees training on manufacturer's directions, on Cal/OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable.
- Custodial staff who are responsible for cleaning and disinfecting school sites will be equipped with proper protective equipment including gloves, eye protection, respiratory protection and other appropriate protective equipment.
- Vox has plans in place to maximize custodial staff and are implementing daily schedules for practicable cleaning and disinfecting at school.
- Restrooms will be disinfected regularly
- All classrooms have hand sanitizer dispensers by the entry door in the classroom.
- Drinking fountains will not be accessible (water bottles can be filled)
- Clean and disinfect frequently-touched surfaces within schools daily, and throughout the day as practicable, by trained custodial staff as practicable
- Playground equipment (balls, ropes, etc.) will be assigned to each class or to

individual students as required by CDPH guidance. Equipment will be sanitized daily

- Sharing of objects and equipment, such as toys, games and art supplies will be limited to the extent practicable. Items will be cleaned and disinfected between uses as practicable
- Cleaning and disinfecting guidelines will be established to ensure safe and correct application of disinfectant and to keep products away from children's reach (stored in a space with restricted access)
- Shared computers and other equipment should be regularly wiped down throughout the school day as feasible
- Cleaning and sanitization supplies will be made available in the event a teacher desires to perform additional classroom cleaning/sanitization

Should we have a COVID-19 case in our workplace, those areas trafficked by infected students, or staff will be cleared and thoroughly cleaned as per CDC guidance.

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.

Hand sanitizing

Vox is committed to teaching, reinforcing, and developing regular hand washing routines throughout campuses. Education will include best practices on avoiding contact with one's eyes, nose, and mouth, as well as washing or sanitizing hands before and after eating, using the restroom, being outside, and coughing or sneezing. Time will be set aside for teachers to develop a regular schedule for routine hand hygiene.

Additional hand sanitizing stations are available in all classrooms and additional supplies are available for school sites. Hand sanitizer will be alcohol-based.

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.

Personal Protective Equipment – this refers to equipment that is used to limit or prohibit the transmission or infection of COVID-19 from person to person. It is also commonly referred to as Essential Protective Equipment or Essential Protective Gear and includes face coverings, masks, face shields, face shields with drape, barriers, gloves, goggles, etc.

- Vox shall provide PPE to all unit members and students, if needed, for every day that unit members or students are required to report to school sites.
- In-lieu of using Vox-provided PPE, unit members may bring their own PPE so

long as the PPE complies with public health guidelines and provides equivalent protection to the PPE provided by Vox.

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. [Delete if not applicable to your workplace.]

Investigating and Responding to COVID-19 Cases

This will be accomplished by using the **Appendix C: Investigating COVID-19 Cases** form.

- Students or staff who present with symptoms while at school:
- Students will go to a designated isolation room/supervised location until they can be picked up by a parent or guardian
- Staff members must leave campus and inform their supervisor prior to leaving
- Per State guidelines, schools should recommend the individual experiencing symptoms take a COVID 19 test. Staff members will be directed to their primary care provider or a Los Angeles County Public Health Testing Site.
- Students can contact their physician or access free testing at St. John's Well Child & Family Center <https://www.wellchild.org/find-a-clinic/> .
 - If receive a negative SARS-CoV-2 PCR test:
If a student or staff member tests negative, they may return to school after 24 hours fever-free without fever-reducing medication, and symptoms have improved.
 - If health care provider confirms alternative diagnosis (It isn't COVID) for symptoms:
A health care provider's note must be on file and SARS-CoV-2 PCR test is not needed.
If a student or staff member no longer has symptoms, they may return to school after 24 hours without fever-free without fever-reducing medication.

Students or staff who have had close contact with a confirmed COVID-19 case:

- Students and Staff should not come to campus if they knowingly had close contact. Centers for Disease Control defines close contact as anyone who has been within 6 feet of an infected individual for at least 15 minutes, 2 days before illness onset with a confirmed COVID-19 case. If they come to campus, staff will be asked to go home and students will be kept in isolation, in a designated isolation room until they can be picked up by a parent or guardian.
- Per State guidelines, schools should recommend the individual experiencing symptoms

take a COVID-19 test.

- Staff members will be directed to their primary care provider or a Los Angeles County Public Health Testing Site.

- Students can contact their physician or access free testing at St. John's Well Child & Family Center <https://www.wellchild.org/find-a-clinic/> .

- If receive a negative SARS-CoV-2 PCR test:

If a student or staff member tests negative, they may return to school after 24 hours fever-free without fever-reducing medication, and symptoms have improved.

- If health care provider confirms alternative diagnosis (It isn't COVID) for symptoms:

A health care provider's note must be on file and SARS-CoV-2 PCR test is not needed. If a student or staff member no longer has symptoms, they may return to school after 24 hours without fever-free without fever-reducing medication.

- Quarantine will be required for 10 days from last exposure. School work will be provided to students to complete during this time.
- Staff should contact their supervisor immediately.
- School/classroom may remain open in consultation with public health officials.

Students or staff who have a confirmed COVID-19 case:

- Individuals cannot come onto campus for 10 days from symptom onset or test date, and are at least 24 hours with no fever without fever-reducing medication, and symptoms have improved.
- If an individual tests positive, but has had no symptoms, they may return to campus after 10 days from the date of the test.
- Site administrators will identify school site contacts, quarantine and exclude exposed contacts (likely the entire cohort) for 10 days after the last date the case was present at school while infectious. School work will be provided to students during this time.
- State guidelines recommend testing of contacts, especially those who are asymptomatic. However, testing will not shorten the 10-day quarantine.
- Disinfection and deep cleaning of classroom and primary spaces where the case spent significant time will be conducted.
- Case(s) will be reported to public health authorities consistent with public health orders and applicable laws.
- School may remain open in consultation with public health officials.
- Families and staff will receive notification if there is a known positive case that occurs at the school.

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:

- All employees should report COVID-19 symptoms and possible hazards to their direct supervisor using form provided.
- Employees can report symptoms and hazards without fear of reprisal.

If a Vox or Los Angeles County Department of Public Health (LACDPH) is notified of a positive COVID-19 case within Vox, or a person within Vox develops COVID-19 symptoms and is awaiting testing results (or refuses to test), the following close contact tracing will be implemented.

A. Step One: Notification of Vox

- a. Vox's Covid Compliance Monitor is notified, who will follow up with:
 - i. The case/case's parent/guardian for further information.
 - ii. LACDPH for further instruction and determination of the period of close contact tracing.
 - iii. Other school officials.

B. Step Two: Close Contact Tracing

The Head of School will collaborate with site staff to create a list of:

- a. Locations where the case was present from the time determined by LACDPH to start the tracing through the last time/date the case was present at the school. Including:
 - i. Classroom(s)
 - ii. Playgrounds
 - iii. Common areas
 - iv. Cafeteria
 - v. Special Services areas/classrooms
- b. All close contacts – as defined as individuals who have been within 6 feet for 15 minutes cumulatively (e.g., three 5-minute interactions would count as close contact) during the infectious period. Close contacts will likely include:
 - i. All siblings, regardless of school
 - ii. All members of class/cohort
 - iii. Teachers
 - iv. Lunch group
 - v. Students/Coaches/Staff in sports team/extra-curricular activities/after school programs
 - vi. Carpool members
 - vii. Friends (regardless if they interact at school)

C. Step Three: Quarantining of students/staff

- a. The Covid Compliance Monitor or designee will contact LACDPH with the close contact tracing lists for the LACDPH to determine which students/staff will need to quarantine.
- b. The Covid Compliance Monitor or designee/LACDPH will provide the School Covid Compliance Monitor with the list of persons that will need to quarantine.
- c. School personnel will contact staff and the parents/guardians of those that need to quarantine.
 - i. Staff will immediately be sent home, if on Vox grounds at the time of contact by Vox personnel.
 - ii. Quarantine is for 10 days and those quarantined should be tested for COVID-19 if symptoms develop. Follow the doctor's orders for safe return to school/work.

D. Step Four: Self-Monitoring

- a. Staff who were quarantined and sent home would continue to work at home, and self-monitor twice a day for symptoms for 14 days.

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.

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 by documenting required leave due to COVID-19 with written and executed statement of rights for employees.
- 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 14 days from the time the order to quarantine was effective.
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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

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

Appendix B: COVID-19 Inspections

[This form is only intended to get you started. Review the information available at www.dir.ca.gov/dosh/coronavirus/ for additional guidance on what to regularly inspect for, including issues that may be more pertinent to your particular type of workplace. You will need to modify form accordingly.]

Date: [enter date]

Name of person conducting the inspection: [enter names]

Work location evaluated: [enter information]

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
[add any additional controls your workplace is using]			
[add any additional controls your workplace is using]			
Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
[add any additional controls your workplace is using]			
[add any additional controls your workplace is using]			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			
[add any additional controls your workplace is using]			

Appendix C: 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):	

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.

Appendix D: COVID-19 Training Roster

Date: **[enter date]**

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

Employee Name	Signature