



COVID-19 Prevention Program (CPP) Yav Pem Suab Academy

In collaboration with our governance, families, and staff of YPSA, we would like to present YPSA's COVID-19 Safety Plan. This plan includes the [COVID-19 Prevention Program](#) , [COVID-19 School Guidance Checklist](#), current [SCPH Quarantine Decision Forest k-12 Schools](#), and YPSA's [COVID-19 Illness and Response Flowchart](#).

Timeline for Completing COVID-19 Safety Plan (CSP)	
2/1 /2021	Review CAL/Osha COVID-19 Template
	Use Resources attached for Sections
	Complete pages 1-9
	Complete pages 9-13
2/2/2021	Complete pages 10-20
	Complete pages 20-22
	Complete pages 1-22 Review
2/3/2020	Review School Guidance Checklist
	Complete pages 1-2
	Complete Pages 3-4
2/9/2021	Informational to Board Meeting
2/2/2021	Informational to AC
2/3/2021	Informational to ELAC
2/5/2021	Friday Update to Families- COVID-19 Plan Progress
2/11/2021	Revise and Prep. ppt to present at Staff Meeting, Governing Boards #1
2/12/2021	Friday Update to Families- COVID-19 Plan Progress
2/16/2021	Revise and Prep. ppt to present at Staff Meeting, Governing Boards #2
2/17/2021	Informational Presentation Staff Meeting @3:30-4:30PM
2/22/2021	School Re-Opening Committee Presentation
2/26/2021	Friday Update to Families- COVID-19 Plan Progress
2/26/2021	Submit Letter of Intent to CDPH for Re-Open Review
3/2/2021	Action Item to AC
3/3/2021	Action Item to ELAC
3/5/2021	Friday Update to Families- COVID-19 Plan Posted on UCSC, YPSA, FB
3/8/2021	Action to Board
3/9/2021	Post to UCSC, YPSA, FB website
	Post on marquee
3/12	Friday Update to Families- COVID-19 Plan Posted on UCSC, YPSA, FB

All of the elements that have been considered are required in the following CCR, Title 8 sections:

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



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

Date: February 1, 2021

Authority and Responsibility

The **Superintendent or Designee, of Urban Charter Schools Collective (UCSC), who oversees Yav Pem Suab Academy (YPSA)** 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

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by:

Encouraging all employees to notify the Health and Safety Coordinator/ Nurse if they have symptoms of illness, are exposed to COVID-19, or if they have a positive COVID-19 test result.

Employee screening

The following process is used to screen our employees:

- Complete a health self-screening at home.
- Upon entrance, visit the safe station located at the front office to sanitize hands and belongings, apply face coverings, and gloves.
- Complete "Mandatory Daily Health and Safety Screening", a temperature check and answer a series of health questions.
- Visit the Health and Safety Coordinator/ Nurse as needed.

Correction of COVID-19 Hazards



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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 Health and Safety Coordinator/ Nurse will complete a weekly walkthrough with the plant operations team. A list of violations will be generated in the walkthrough and shared with both the plant operations team and administrative team.

Additionally, the Health and Safety Coordinator/ Nurse will review Appendix A and B for potential COVID-19 hazards and exposures.

Corrections will be made in the following ways:

- The Health and Safety Coordinator/ Nurse will review COVID-19 Appendix A and communicate with the employee(s) in violation.
- The Health and Safety Coordinator/ Nurse will send a reminder email to employee(s) in violation.
- The Plant operations team will make necessary campus corrections.
- The Health and Safety Coordinator/ Nurse will place appropriate work orders to correct any violations.

Control of COVID-19 Hazards

Physical Distancing

Where possible, we ensure at least six feet of physical distancing at all times in our workplace in the following ways:

- Use the 6-foot social distancing markers throughout the campus, ex. front office, hallways, bathrooms, classrooms, blacktop areas.
- Eliminate the need for workers to be in the workplace, ex. Remote work arrangements as appropriate.
- Supervisors to manage the rotation of office staff when remote work is conducted in a manner that still allows for the day-to-day operations to be completed as required.
- Adjust work processes or procedures, such as implementing the use of electronic signatures to limit the transfer of documents between employees when possible.
- Place social distancing signage around campus.
- Arrange desks and furniture to accommodate the 6-foot social distancing guidelines.
- Use of alternate bathroom urinals, stalls, and sinks.
- Outside water fountains turned off and classroom drinking fountains covered.
- Reduce the number of persons in an area at one time, including visitors.
- Stagger arrival, departure, work, and break times.
- Have parents and families remain in vehicles for support, ex. early dismissals, device pickups, work packets, etc.
- Conduct elective and special education classes remotely.
- Continue Achievement through Technology (ATT) and 1-1 interventions remotely.

Individuals will be kept as far apart as possible when there are situations where three feet of physical distancing cannot be achieved.



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Face Coverings

We provide disposable face coverings and ensure they are properly worn by employees over the nose and mouth, encourage three feet distance from other employees, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department. Face coverings are available at three different safe stations on site for employees to use if they need one. Steps to proper use and care of face covering are posted at each safe station.

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 wearing respiratory protection in accordance with CCR Title 8 section 5104 or other safety orders.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
- Employees who cannot wear face coverings for a medical reason must provide the school a doctor's note and use an alternative, ex. face shield with a drape.

Engineering controls

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

- Install plexiglass partitions on all scholar and teacher desks.
- Set up flexible and portable furniture (cots) in the library (isolation room) to help maintain social distancing and provide temporary barriers to support ill individuals for dismissal.
- Follow health and safety guidelines and protocols in the health and safety binders.
- Follow the **COVID-19 Prevention Plan** (approved by AC 8/31/20).
- Follow the [COVID-19 Illness and Response Flowchart](#).
- Follow current [SCPH Quarantine Decision Forest k-12 Schools](#)

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

- Follow school entrance and exit process and protocols.
- Keep doors locked at all times.
- Encourage employees to leave windows open for proper ventilation.
- Monitor all bathrooms and classrooms.
- Work with SCUSD maintenance and facilities to ensure proper system ventilation.

Cleaning and disinfecting

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

The plant operations team will:

- Ensure adequate supplies and time for cleaning and disinfection properly.
- Inform the employees and authorized employee representatives of the frequency and scope of



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cleaning and disinfection.

- Hire an additional substitute custodian to support the night cleaning and sanitizing
- Clean all frequently touched surfaces twice a day using the following disinfecting solutions.
 - Quat-Stat 5 Disinfectant
 - Sanibet Multirange Sanitizer

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

The Health and Safety Coordinator/Nurse will:

1. Notify Administrative team.
2. Notify the local public health department.
3. Identify any contact(s), quarantine, and exclude exposed contact(s) for 10 days after the last date the employee was present at work while infectious, following the [SCPH Quarantine Decision Forest k-12 Schools](#).
4. Isolate and exclude any exposed employee(s) from work for 10 days from symptom onset or test date.
5. Close off the area where COVID-19 was reported and air out for 24 hours.
6. Coordinate with the Plant Operations Team for deep cleaning and disinfection of the primary space where the employee spent significant time.
7. Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 10-day quarantine).
8. Conduct a return-to-work health screening interview.
9. Communicate instructions to employee(s) and families.

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:

- The Plant Operations Team has been trained to properly clean and disinfect classrooms, desks, partitions, highly touched surfaces, etc.
- Safe stations are supplied with masks, touchless hand sanitizer dispensers, disinfectant wipes, and gloves for employee use at three different locations.
- Highly touched surfaces will be disinfected twice a day.
- Disinfecting supplies will be maintained in the staff lounge, professional development room, isolation room, and every classroom.
- All employees and students are provided with their own devices, accessories, and chargers.
- The Plant Operations Team is provided with their own individual tools and disinfecting solutions.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- Train staff for proper hand hygiene
- Implement handwashing process and procedures.



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- Students and employees are required to wash their hands at regular intervals. Regular hand washing is preferred over the use of hand sanitizer and will be reinforced as the preferred method for healthy habits.
- Touchless hand sanitizer dispensers have been placed in the staff lounge, multi-purpose room, isolation room, office, and every classroom with ample refills to allow for sanitizing when hand washing is not immediately available.
- Three safe stations, equipped with touchless hand sanitizer dispensers, are located on campus to accommodate employees, students, and families.
- Hand sanitizing stations that are foot-pump operated are set up at the school entrance and exit.
- Pull-down paper towel dispensers are installed at each sink.
- An inventory list is maintained and shared with the facilities team to track the usage and need for reordering as PPE or sanitizing supplies run low.
- Signage has been posted around campus to promote healthy hygiene practices.

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 5104 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 will be:

- Interviewed by Health and Safety Coordinator/ Nurse using contact tracing procedures.
- Employee(s) determined to have been exposed are notified and placed into quarantine.
- Free COVID-19 testing list from Sacramento County Health Department is offered to employees who have been deemed a close contact.
- The information on COVID-19 Sick Leave Policy will be provided to employees.

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 includes the following information and process on how to make a report:

- Notify the Health and Safety Coordinator/Nurse once an employee becomes aware of COVID-19 symptoms.
- The Health and Safety Coordinator/Nurse will
 - Use the COVID-19 Illness and Exposure Response Flowchart to provide guidance to employees, along with available COVID-19 testing sites and resources.
 - Use Appendix C to record employee responses.
 - Communicate with the administrative team.
 - Communicate with the Plant Operations Team for proper cleaning and disinfecting, as appropriate.
- For additional information, please refer to our COVID-19 Prevention Plan on the [YPSA website](#) and



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[UCSC website.](#)

Training and Instruction

We will provide effective training and instruction that includes:

- COVID-19 policies and procedures to protect employees from COVID-19 hazards
- COVID-19 related benefits to which the employee may be entitled under applicable federal, state, or local laws
- COVID-19 Symptoms, Transmission, and Preventative Measures
- COVID-19 Symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms
- COVID-19 Safe Station process and procedures
 - Daily mandated health screening station process and procedures
 - Proper use of facial covering
 - Enhanced proper hand hygiene
 - Social distancing
 - Proper application and use of gloves
 - Health office procedures
 - Isolation room procedures
- COVID-19 training modules through Safe Schools Training platform
 - Coronavirus; Managing Stress and Anxiety
 - Coronavirus: Transitioning to a Remote Workforce
 - Coronavirus: Cleaning and Disinfecting your Workplace
 - Coronavirus: Awareness
- **Appendix D: COVID-19 Training Roster** is used to document these trainings

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 the return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 10 days after the last known COVID-19 exposure to a COVID-19 case.
- 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 working closely with the business office to ensure that all COVID-19 policies are followed.
- 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 within 24 hours of notification.



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

Return-to-Work Criteria

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



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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 school or who may enter the school, including scholars, families, employees of other entities, or members of the public. 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:

Date:

Name(s) of employee and authorized employee representative that participated:

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



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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



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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			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Touchless Thermometers for temperature check, computer with health survey questions			
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			
Mandatory Staff Health Screenings			
COVID-19 Safe Stations			
PPE (not shared, available and being worn)			
Reusable Face coverings cleaned daily Disposable face coverings replaced daily			
Gloves			
Face shields/goggles			
Respiratory protection			
Plexiglass shields, vinyl dividers, and partitions placed in work areas.			



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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):	



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<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:	



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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:

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



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Appendix D: COVID-19 Training Roster

Date:

Person that conducted the training:

Employee Name	Signature



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Additional Consideration #1

Multiple COVID-19 Infections and COVID-19 Outbreaks

This section will need to be added to your CPP if your workplace is identified by a local health department as the location of a COVID-19 outbreak, or there are three or more COVID-19 cases in your workplace within a 10-day period. Reference section [3205.1](#) for details.

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 10-day period.

COVID-19 testing

- We will provide a list of COVID-19 testing sites from the Sacramento County Health Department 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 10-day period. COVID-19 testing will be provided at no cost to employees.
- Refer to [SCPH Quarantine Decision Forest k-12 Schools](#)
- 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 10-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:



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- 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, the hospitalization and/or fatality status, 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.



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Additional Consideration #2

Major COVID-19 Outbreaks

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

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 10-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 5104 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**.