



MODEL COVID-19 PREVENTION PROGRAM

DOSH Publications

UCSF FRESNO
155 N. FRESNO STREET
FRESNO, CA 93701

COVID-19 Prevention Program C.P.P.

UCSF Fresno, 155 N. Fresno Street, Fresno, CA 93701

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

Date: December 17, 2020

Authority and Responsibility

Kelly Noorani, Facilities Director and Sajid Saleem, EHS/Security Specialist 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 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: Email Notifications

- Campus Leadership Meetings
- All Staff Meetings
- ICP Meetings
- Anonymous Suggestions

Employees are encouraged through campus email notifications and can participate in regular town hall and department meetings.

Employee screening

We screen our employees by completing a daily health screen with questions specific to CDPH guidelines with additional questions unique to our institution. We have a single point of entry, all persons entering the UCSF Fresno building are required to complete the daily health screen, provide the results

to the front desk officer who allows them entry into the building. Type 2-3 disposable surgical masks are available at the front desk. UCSF offers asymptomatic self-swab testing to employees upon request. They may be tested every 7 days upon request.

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
2. Correction time frames assigned, accordingly
3. Individuals are identified as being responsible for timely correction
4. Follow-up measures are taken to ensure timely correction

Control of COVID-19 Hazards

Physical Distancing

Where possible:

- At least six feet of physical distancing is required within our workplace.
- Administrative support staff (non-clinical) are advised to work remotely. Allowance for onsite work must meet an essential need and time onsite is limited to essential tasks only.
- Remote work provisions for administrative staff were put in place beginning March 2020 and will continue as needed.
- Meeting rooms have been reduced in occupancy to allow for proper social distancing. Tables are marked, and excess chairs have been removed. The allowable occupancy has been visibly posted on the door of each room.
- Maximum essential meetings are limited to no more than 10 individuals and require Emergency Operations Center approval.
- Signage in common areas i.e., restrooms, elevators, etc. with maximum occupancy are in place.
- Plexiglass screens are in place in public facing areas, i.e., front desk security, library.
- Reduce the number of persons in an area at one time, including visitors.
- Visual cues such as signs and floor markings have been added to indicate where employees and others should be located or their direction and path of travel. Staggered arrival, departure, work, and break times.

Adjusted work processes or procedures to allow greater distance between employees.

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved. Markers have been placed on the ground to indicate distance. Conference rooms and furniture have been adjusted to accommodate for greater social distancing.

Face Coverings

We provide clean, new face coverings daily 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.

Visit: <https://coronavirus.ucsf.edu/campus-protocols#facecovering>

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.
- Alternatives will be considered on a case-by-case basis for 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.
- 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:

- Provide plexiglass screens in public areas where people need assistance i.e., front desk security and library circulation area.
- The library computer workstations provided with plexiglass screens between each workstation
- Single point of entry into the building

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

- The UCSF Fresno building ventilation is 100% mechanical. The HVAC system allows for adjustments to inside/outside air ratios. Our minimum ratio is 80% inside air to 20% outside air. On days where both the temperature and AQI allow for greater outside air the adjustments to the system are made by our chief engineer.
- The HVAC system is a dual filtered system with bag and box filters that are replaced per manufacturers instructions. The air handling units are cleaned on a regular PM schedule.
- The HVAC system is on a PM schedule to maintain the system at optimum operation.
- We have two air scrubbers onsite and available to implement on request.

Cleaning and disinfecting

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

- Conduct enhanced wipe downs of all surface and contact points on all levels throughout the building.
- Utilizing only approved disinfectants and cleaning agents.
- Custodial staff is observing all required PPE donning and doffing.
- Monitoring areas and office space for activity and use to adjust cleaning frequency accordingly.

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

Our Third-Party Custodial Vendor IMPEC are properly equipped and specifically trained on COVID-19 Decontamination and cleaning procedures. IMPEC Custodial will:

- Conduct enhanced wipe downs of all surface and contact points.

- Specialized COVID-19 Decontamination Cleaning available upon request.
- Quarantine of impacted area using barriers and curtains.
- We will send out email notification to all affected employees when and where cleaning commences and what areas to avoid during cleaning activities.

Shared tools, equipment, and personal protective equipment (PPE)

- PPE must not be shared, e.g., gloves, goggles, and face shields.
- Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by **available sanitizer and appropriate mixture of alcohol disinfectant spray**.
- Sharing of vehicles has been discouraged and will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

Hand sanitizing

To implement effective hand sanitizing procedures, we will:

- Conduct evaluations of our hand washing facilities.
- Determine the need for expanding our housekeeping services.
- Encourage and allow additional time for employee handwashing.
- Provide our employees with effective hand sanitizers, and prohibit hand sanitizers that contain methanol (i.e., methyl alcohol).
- Encourage our employees to wash their hands for at least 20 seconds each time.

Hand Washing / Hygiene Policy

- All personnel must practice good hygiene by frequently washing hands with soap and water for 20 seconds or longer.
- Hand sanitizer is available in building lobbies and other frequented locations. When possible, use soap and water instead of hand sanitizer.
- Avoid touching your face and hair. If you need to cough or sneeze, please do so only into your elbow.

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 PPE as needed.

Investigating and Responding to COVID-19 Cases

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

- Employees who had potential COVID-19 exposure in our workplace will be offered COVID-19 testing at no cost during their working hours.
- Investigations will be primarily conducted with main campus Occupational Health Services.
- 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.

System for Communicating

Our goal is effective two-way communication with our employees, in a form they can readily understand, and includes the following information:

- A system for communicating on our local Connections Covid-19 Resource Webpage.
- We encourage all employees to frequent these pages for COVID-19 information.
- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe Covid-19 illness. UCSF Fresno Covid-19 resources:
<https://connections.fresno.ucsf.edu/all-about-covid-19/>

Testing Options

Where testing is not required employees can access COVID-19 testing:

- CRMC Employee Health at no cost to the employees.
- COLOR COVID Testing for all asymptomatic employees at no cost.
- COVID Equity Project testing and vaccinations at no cost.

When required to provide testing because of a workplace exposure or outbreak, we will:

- Communicate the plan for providing testing at no cost.
- Inform affected employees the reason for testing and the possible consequences of a positive test.
- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.
- UCSF Fresno Covid-19 Resource webpage
- UCSF COVID-19 webpage
- Flyers located at front desk
- COVID-19 Communications and frequent updates from main campus

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.
- 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.
- Covid-19 Training has been incorporated into New Employee Onboarding.
- Online WBT has been assigned to all employees due 1-30-2021
- Campus Leadership Meetings
- All Staff Meetings and Townhall Meetings

Appendix D: COVID-19 Training Roster – *UCSF Fresno will use the UCSF Electronic Record for WBT training documentation, attendance roster and physical records.

Exclusion of COVID-19 Cases at UCSF Fresno

When 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 have demonstrated that the COVID-19 exposure is work related.
- Per revised regulations from the Department of Labor, the definition of “health care worker” has narrowed, which in turn increases the number of UCSF employees who are eligible for Emergency Paid Sick Leave, reasons 4 and 5, and Expanded Family Medical Leave. Please see COVID-19 Related Leaves and Job Protections Guidance for more information.
- On November 12, 2020, the President’s Executive Order was amended to extend the use of Paid Administrative Leave through June 30, 2021. All information pertaining to COVID-19 leave and benefits can be found here:

COVID-19 Paid Leave Provisions – Updated November 16, 2020:

<https://peopleconnect.force.com/s/article/COVID-19-Response-Guide-For-Managers#provisions>

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.

Current guidelines for return to work for clinical and non-clinical employees can be viewed here:

<https://connections.fresno.ucsf.edu/all-about-covid-19/>



Sign: _____

Date: _____

Michael W. Peterson MD, Associate Dean, UCSF Fresno

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: Kelly Noorani / Sajid Saleem / Adom Smith

Date: 3.03.2020

Name(s) of employee and authorized employee representative that participated: Dieu Nguyen, Juan Sandoval, Adom Smith, Sean Aloise.

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
Single Point of Entry	Front entry area	Exposure reduction employee and public	Rear Door has been barriered off for control of traffic flow.
Elevator usage and capacity	Both elevators	Exposure reduction employee and public	Capacity signs posted on outside and inside limiting to 2 per elevator. Additional enhanced wipe downs for all contact surfaces.
Restroom usage and capacity	Restrooms throughout the building	Exposure reduction employee and public	Capacity signs posted. Additional enhanced wipe downs for all contact surfaces.
Conference room usage and capacity	Conference rooms at all 3 levels	Exposure reduction employee and public	Capacity signs posted. Additional enhanced wipe downs for all contact surfaces.
Lounge/Breakroom usage and capacity	Breakrooms and lounges	Exposure reduction employee and public	Capacity signs posted. Additional enhanced wipe downs for all contact surfaces.
Front lobby capacity and flow	Lobby area	Exposure reduction employee and public	Directional and Capacity signs posted. Additional enhanced wipe downs for all contact surfaces.
Program Suite furniture and seating capacity.	All program suites in the building	Exposure reduction employee and public	Limited Suite access, measured for social distancing and identified workspace availability

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
Event Cancellation onsite	All high-density events scheduled at the facility. Moved to virtual.	Exposure reduction employee and public	Main Desk electronic calendar and daily request monitoring.
Sanitizer Stations	Placed in all high traffic areas	Exposure reduction employee and public	Additional wipe down activities at all high touch point surfaces.
Building signage	Throughout the building in high traffic areas	Exposure reduction employee and public	Directional Flow signage and capacities posted throughout the building.
Water Fountains	Disabled on all levels	Exposure reduction employee and public	Until further notice.
Visitor Entry Protocol	Visitors limited to essential only – Health Screening and Mask requirement	Exposure reduction employee and public	Updated according to latest guidelines
Health Screen	All visitors and employees in alignment with CDPH and Fresno County	Exposure reduction employee and public	Updated according to latest guidelines
Surgical Mask Distribution	In stock and available	Exposure reduction employee and public	Multiple face covering options available including Surgical Mask, Cloth Face Covering, Face Shield and N95.
Essential Staff Identification	Leadership identified all essential staff and limited onsite activity	Exposure reduction employee and public	Personnel limited to essential activities only.
Plexiglas Barrier installation	In all potential high traffic areas	Exposure reduction employee and public	Exploring latest options for future return to site activities.
Number of onsite workforce.	Limited the total number of admin staff to below 20% density per day - Ongoing	Exposure reduction employee and public	Adjust based on local risk category

Appendix B: COVID-19 Inspections

Date: 3.03.2020 Initial Hazard Assessment and Inspection Date

Name of person conducting the inspection: Kelly Noorani / Adom Smith / Sajid Saleem

Work location evaluated: 155 N Fresno Street, Fresno CA, 93701

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions	Ongoing	Adom Smith	4.06.2020
Ventilation (amount of fresh air and filtration maximized)	Ongoing	Adom Smith	4.06.2020
Additional room air filtration	Available	Adom Smith	4.06.2020
Administrative			
Physical distancing	Completed	Kelly Noorani, Sajid Saleem	5.07.2020
Surface cleaning and disinfection (frequently enough and adequate supplies)	Implemented and Ongoing	Kelly Noorani, Sajid Saleem	3.09.2020
Hand washing facilities (adequate numbers and supplies)	Implemented and Ongoing	Kelly Noorani, Sajid Saleem	3.09.2020
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions	Implemented and Ongoing	Kelly Noorani, Sajid Saleem	3.16.2020
Proper Handwashing Signage added to all stations	Implemented	Kelly Noorani, Sajid Saleem	3.16.2020
Screening Tool	Implemented and Ongoing	Paula Der Matoian, Nick Rubalcaba	3.16.2020
PPE (not shared, available and being worn)	Implemented and Ongoing	Kelly Noorani, Sajid Saleem	3.31.2020
Face coverings (cleaned sufficiently often)	Implemented and Ongoing	Kelly Noorani, Sajid Saleem	3.31.2020
Gloves	Implemented and Ongoing	Kelly Noorani, Sajid Saleem	3.31.2020
Face shields/goggles	Implemented and Ongoing	Kelly Noorani, Sajid Saleem	3.31.2020
Respiratory protection	n/a	n/a	n/a
Surgical Masks	Implemented and Ongoing	Kelly Noorani, Sajid Saleem	3.31.2020

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.

UCSF Fresno human resources and disability management records, including Covid related records are maintained at main campus and available upon request through their offices.

Date: May 1, 2020

Name of persons conducting the investigation: Judy Rosen, Inez Brown, UCSF OHS, Sedgwick Administrator can pull records

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

Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):

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

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

Additional Consideration #1

Multiple COVID-19 Infections and COVID-19 Outbreaks

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

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 testing

- We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
 - All employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
 - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
 - We will provide additional testing when deemed necessary by Cal/OSHA.

Exclusion of COVID-19 cases

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

Investigation of workplace COVID-19 illness

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

COVID-19 investigation, review and hazard correction

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

The investigation and review will be documented and include:

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

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

Notifications to the local health department

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

Additional Consideration #2

Major COVID-19 Outbreaks

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

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 testing

We will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria**, and any relevant local health department orders.

Investigation of workplace COVID-19 illnesses

We will comply with the requirements of our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 hazard correction

In addition to the requirements of our CPP **Correction of COVID-19 Hazards**, we will take the following actions:

- In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.

Notifications to the local health department

We will comply with the requirements of our **Multiple COVID-19 Infections** and **COVID-19 Outbreaks-Notifications to the Local Health Department**.

We will provide face coverings to all residents and provide information to residents on when they should be used in accordance with state or local health officer orders or guidance.

Cleaning and disinfection

We will ensure that:

- Housing units, kitchens, bathrooms, and common areas are effectively cleaned and disinfected at least once a day to prevent the spread of COVID-19. Cleaning and disinfecting shall be done in a manner that protects the privacy of residents.
- Unwashed dishes, drinking glasses, cups, eating utensils, and similar items are not shared.

Screening

We will encourage residents to report COVID-19 symptoms to **[enter name of individual, position, or office]**.

COVID-19 testing

We will establish, implement, and maintain effective policies and procedures for COVID-19 testing of occupants who had a COVID-19 exposure, who have COVID-19 symptoms, or as recommended by the local health department.

Isolation of COVID-19 cases and persons with COVID-19 exposure

We will:

- Effectively isolate COVID-19 exposed residents from all other occupants. Effective isolation will include providing COVID-19 exposed residents with a private bathroom, sleeping area, and cooking and eating facility.
- Effectively isolate COVID-19 cases from all occupants who are not COVID-19 cases. Effective isolation will include housing COVID-19 cases only with other COVID-19 cases, and providing COVID-19 case occupants with a sleeping area, bathroom, and cooking and eating facility that is not shared by non-COVID-19-case occupants.
- Keep confidential any personal identifying information regarding COVID-19 cases and persons with COVID-19 symptoms, in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.
- End isolation in accordance with our CPP **Exclusion of COVID-19 Cases and Return to Work Criteria**, and any applicable local or state health officer orders.