

# Paradise Unified School District

## COVID-19 Prevention Program (CPP) for

### December 2020



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

**Date: December 30, 2020 (Updated January 15, 2020)**

### Authority and Responsibility

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

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

### Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.
- PUSD is participating in district-wide Surveillance Testing of all staff every two months. All positive asymptomatic COVID-19 positive staff are quarantined for two weeks.
- PUSD has entered into formal agreements with both Certificated (CUTA) and Classified (CSEA) bargaining groups that outline safety procedures and policies.
- PUSD tracks all COVID-19 cases (staff and students) by worksite on a revolving two-week basis in compliance with Butte County Health Department standards.

### Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by: **Participating with the Site Administrator in conducting the workplace-specific evaluations in Appendix A.**

### Employee screening

We screen our employees by: All employees are directed to do a self-screening each day. The following is the Guidelines that are outlined in the PUSD Return to Work Area Plan and the IIPP:  
Guidelines for Daily Wellness Checks

- Employees will complete a daily self-assessment wellness check prior to reporting to work. The following are the list of checks the employees will do each day:
  - Fever less than 101.4
  - Close contact with any positive COVID-19 case
  - Cough
  - Shortness of Breath
  - Any other symptoms within the last 24 hours
- Employees are requested to take their temperature before heading to work; do not come to work if the temperature is 100.4 degrees or higher. Stay home.
- Touch-less thermometers will be available at worksites for self-use.
- Any employee who displays signs of illness, shall report this directly to their immediate supervisor.
- Signage will be prominently displayed reminding employees of wellness protocols.
- No congregating at entrances/exits.
- Initially, only identified entrances will be utilized.
- Breaks and lunch periods should be staggered to limit crowding due to limited seating areas.
- Sites should be aware of heavy traffic areas during busy timeframes and consider staggering times.

## **Correction of COVID-19 Hazards**

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix B: COVID-19 Inspections** form, and corrected in a timely manner based on the severity of the hazards, as follows:

The severity of the hazard will be assigned an alert level between 1-3. Assigning of a 1 would indicate it is the highest level of hazard. Level one would be assigned when the incident is tied to a case in which a person was identified with COVID-19. Level 2 would be assigned if the incident involved an individual who had close contact with a person who had been identified as positive. Level 3 would be an adjustment to general procedures. All of the time lines listed below would be based on best efforts and may be delayed due to resources available.

- Level 1 hazards would be addressed within a 24 hour period
- Level 2 hazards would be addressed within a 48 hour period
- Level 3 hazards would be addressed within a 5 day period

## **Control of COVID-19 Hazards**

### **Physical Distancing**

#### **Avoid Close Contact – Distancing**

Physical distancing is an effective method that can help stop or slow the spread of an infectious disease by limiting the contact between people. For COVID-19, the recommended distance is at least 6 feet. To help prevent the spread of respiratory disease, employees should avoid close contact with people who are sick.

Each site will have a plan in place to ensure social distancing at their location. The plan will include, but is not limited to the following:

- Implementing flexible work hours by rotating or staggering shifts to limit the number of employees on site at the same time
- Increasing physical space between employees by modifying the workspace.
- Avoiding shared work spaces (desks, offices, and cubicles) and work items (phones, computers, other work tools, and equipment) when possible. If they must be shared, following the cleaning and

disinfecting the building and facility guidelines to clean and disinfect shared workspaces and work items before and after use.

- Increasing physical space between employees and public by offering drive-through service or physical barriers such as partitions.
- Using signs, tape marks, or other visual cues on the floor, placed 6 feet apart, to indicate where to stand when physical barriers are not possible.
- Close or limited access to common areas where employees are likely to congregate and interact.
- Delivering services and holding meetings remotely by phone, video or internet.
- Limiting any unnecessary travel with passenger(s) from one site to another in work vehicles and personal employee vehicles.
- Eliminating all non-essential and non-related services, such as entertainment activities.
- Using videoconferencing or teleconferencing when possible for work-related meetings and gatherings.
- Canceling, adjusting, or postponing large work-related meetings or gatherings that can only occur in-person in accordance with state and local regulations and guidance.
- When videoconferencing or teleconferencing is not possible, holding meetings in open, well-ventilated spaces continuing to maintain a distance of 6 feet apart and wear cloth face coverings.
- Restroom use will be limited to the restroom in your immediate area/floor, except in emergency/urgency
  - Use will be limited to no more than the number of stalls per restroom.
  - Must wear a facial covering when using the restroom due to close proximity of other staff.
  - Employees must comply with handwashing protocols – wash hands upon entrance and exit.
  - Use of paper towel to touch fixtures and door handles is recommended.
  - Guidance signage will be posted in restrooms.

Employees will also be asked to practice social distancing outdoors including, but not limited to the following:

- When working in sports fields, playgrounds, assembly areas, and/or other outdoor areas
- Before starting the work shift
- After the work shift
- Coming and going from vehicles
- Entering, working and exiting physical buildings or other structures
- During breaks and lunch periods

### **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.

While engineering and administrative controls are considered more effective in minimizing exposure to COVID-19, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies. Examples of PPE include: gloves, goggles, face shields, face masks, and respiratory protection, when appropriate. During an outbreak of an infectious disease, such as COVID-19, recommendations for PPE specific to occupations or job tasks may change depending on geographic location, updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19.

Unless otherwise directed by your supervisor, all employees must cover their mouth and nose with a cloth face cover when around others.

- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a [cloth face cover](#).

- Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- The cloth face cover is meant to protect other people in case you are infected.
- Do NOT use a facemask meant for a healthcare worker.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.
- Staff will need to wear a facial covering when in common traffic areas (parking areas, hallways, workrooms, restrooms, etc.), and working in proximity of other staff (closer than the social distancing requirement of 6 feet).
- While at one's desk, the use of a facial covering is required if social distancing or structural mitigation is not available. Must be worn at all times in schools and classrooms. Follow current State and local guidelines.
- Each employee will be provided a facial covering by PUSD that can be washed. Additional disposable masks are available at each office and inside the classroom
- If an employee is not wearing a mask they will receive a verbal reminder. If this is an ongoing problem a second reminder would be in writing. Additional occurrences would be followed up using the progressive discipline model. 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: Employee partitions are provided for each staff member at their workstation. Additional partitions have been provided for each student desk.

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

- Regular preventative maintenance is completed on all air filtration systems at all sites. When available MERV 13 filters will be used. At all time filters will have a MERV 10 or higher rating and changed monthly. If a positive case is identified in the building all filters for that air exchange location are replaced immediately.
- Fresh air flow will be increased as weather and air quality conditions permit.
- Plexiglas shields are provided for the front reception area, teacher and student desks, and any other area as requested by employees.

### **Cleaning and disinfecting**

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

#### **Cleaning and Disinfecting**

Paradise Unified School District will establish routine schedules to clean and disinfect common surfaces and objects in the workplace. This includes, but is not limited to, classroom technology devices, containers, counters, tables, desks, chairs, benches, door handles, knobs, drinking fountains, refrigerators, vending machines, portable restroom and bathroom surfaces, automobiles and buses – inside and out, and trash cans.

The process of disinfecting includes providing disinfecting products, that are EPA approved for use against the virus that causes COVID-19 and following the manufacturer's instructions for all cleaning and disinfection products (e.g., safety requirements, PPE, concentration, contact time.)

Coronaviruses on surfaces and objects naturally die within hours to days. Warmer temperatures and exposure to sunlight will reduce the time the virus survives on surfaces and objects. Normal routine cleaning with soap and water removes germs and dirt from surfaces. It lowers the risk of spreading COVID-19 infection.

Disinfectants kill germs on surfaces after cleaning, that can further lower the risk of spreading infection. Employees will need to follow the district's approved disinfecting products and procedures when using disinfectants. Disinfecting procedures include:

- Some surfaces only need to be cleaned with soap and water. For example, surfaces and objects that are not frequently touched should be cleaned and do not require additional disinfection.
- Clean and disinfect frequently touched surfaces daily and shared workspaces and work items before and after use.
- Store and use disinfectants in a responsible and appropriate manner according to the label.
- Keep all disinfectants out of the reach of children. Disinfectants should typically not be applied on items used by children, especially any items that children might put in their mouths. Many disinfectants are toxic when swallowed.
- Do not overuse or stockpile disinfectants or other supplies.
- Always wear gloves appropriate for the chemicals being used when you are cleaning and disinfecting. Additional personal protective equipment (PPE) may be needed based on setting and product.
- Areas unoccupied for 7 or more days need only routine cleaning.
- Outdoor areas generally require normal routine cleaning and do not require disinfection.
- Using CDC guidelines, high touch site sanitizing or disinfecting rounds will be made daily in high traffic areas Schedules for disinfecting will be dynamic and based on the number of people in a building and potential outbreaks. Each classroom and work area will be disinfected daily using an Electrostatic Sprayer
- All employees may perform limited non-custodial cleaning and sanitizing, such as at the employee's work area or use of shared equipment, e.g., copiers.
- Additional custodial staff remain on site to provide additional cleaning.
- Cleaning supplies and materials are made available in every classroom and work area.

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

- If an employee goes home because they are sick the building and facility guidelines are followed to disinfect the area/from/office where the person worked, the tools and equipment they prior to use by others.
- If the case is identified as a COVID-19 illness all air exchange filters are immediately replaced with a filter identified with a MERV 10 or higher rating
- When possible, rooms are not cleaned for 24 hours.
- All rooms will be completely sanitized and sprayed with an Electrostatic Sprayer using disinfecting agents identified to kill COVID-19.
- Current custodial staff have been trained in the use of chemicals and perform all the cleaning when a COVID-19 case is identified.
- Custodial staff have received training through Keenan Safe Schools on how to properly disinfect when working within a high-risk exposure area.

### **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. All attempts are made to avoid sharing between staff and/or students. Where there must be sharing, the items will be disinfected between uses by classified and certificated staff. Staff have been provided wipes and spray disinfectant to sanitize shared materials.

Sharing of vehicles 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. Bus drivers have been trained to disinfect their buses by wiping down high touch areas and using an Electrostatic Sprayer to disinfect all surface areas.

### **Hand sanitizing**

In order to implement effective hand sanitizing procedures, we:

- Trained employees on the importance of washing hands with soap and water or use of hand sanitizer if soap and water are not readily available.
- Provide hand sanitizers at all entrance and egress points when possible.
- Provide all employees with an effective hand sanitizer
- Added additional hand washing stations throughout each site

### **Personal protective equipment (PPE) used to control employees' exposure to COVID-19**

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

## **Investigating and Responding to COVID-19 Cases**

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:

- Directed to Optum Serve or Rite Aide for testing.
- The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to them through the distribution a letter
- Steps in investigating are as follows:

### **Step by Step Process for Positive COVID Cases or Direct Contact with High-Risk Exposure for Staff**

1. Staff notify Supervisor and Administrator about a positive test case or direct contact with High Risk Exposure (in direct contact during High Risk Exposure. This means within 6 feet, masked or not, for more than 15 minutes in a 24-hour period).
2. Site Administrator/Directors are to be notified when an employee has been confirmed a COVID case or has been exposed within the parameters of CalOSHA.
3. Site Admins/Directors are to notify Superintendent and COVID Facilitator of anyone who has tested positive for COVID at their site or in their department or anyone who has had Direct Contact.
4. Using the seating charts, identify the students/staff within 6 ft. of the confirmed student/staff case for over a 15-minute time period
5. COVID facilitator will send out an email to the COVID Case or Direct Contact asking for specific information. That information is the Contact Tracing protocol from CalOSHA. Sheila will then submit information to all relevant entities.

6. Sheila will then send out communication to the Administrators/Directors with the investigation information.
7. Administrator calls each of the parents of students identified as being within 6 ft. over 15 minutes. Prepare and send an Aeries Communication notification addressing the students within 6 ft. over 15 minutes of a positive case (INFORMATIONAL PARENT LETTER CLOSE CONTACT EXPOSURE)
8. Prepare and send an Aeries Communication notification for the students in the classroom outside of the 6 ft. for over 15 minutes (INFORMATIONAL PARENT LETTER MINIMAL RISK EXPOSURE)

### **Step by Step Process for Positive COVID Case for Student**

**When a case from a medical provider, public health official, or family member is reported, Administrators will complete the following:**

**STEP 1** - Communicate the situation with Sheila Craft (530)872-6400 ext 1223 at the District Office by phone and/or email [scraft@pusdk12.org](mailto:scraft@pusdk12.org)

**STEP 2** - Utilize classroom seating charts for the student's class/classes to begin contact tracing. Check students' attendance. *Have a confidential conversation with each of the students' teachers about the positive case.*

**STEP 3** - Using the seating charts, identify the students/staff within 6ft of the confirmed student case for over a 15-minute time period

**STEP 4** - Identify any other cohort activity/childcare/sports that the student is involved in on campus

**STEP 5** - Using the seating charts, identify the students/staff in the class/classes who are not within 6 ft of positive case. Check students' attendance.

**STEP 6** - Administrator notifies campus-wide staff of a positive COVID case on campus. Notify counselors with a list of quarantined students so work completion can be supported.

**STEP 7** - Administrator calls each of the parents of students identified as being within 6 ft over 15 minutes. Prepare and send an Aeries Communication, Direct Contact Exposure, notification addressing the students within 6 ft over 15 minutes of a positive case.

**STEP 8** - Prepare and send an Aeries Communication, Minimal Risk Exposure, notification for students identified as being in the classroom outside of the 6 ft for over 15 minutes.

### **System for Communicating**

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

- Who employees should report in writing COVID-19 symptoms and possible hazards to the site administrator.
- All employees can report symptoms and hazards without fear of reprisal.
- Employees who are identified as high risk may participate in the Interactive Process. This would begin with a doctor's note.
- Employees have access to multiple free testing the sites. PUSD works closely with Optum Serve and Rite Aide. When not required employees can access both programs. In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test. If this occurs employees will be directed to Otpum Serve or Rite Aide for testing. While waiting for test results the employee will be on leave if they have been

identified as a close contact.

- Employees have been trained through Keenan Safe Schools to assist in looking for hazards.
- When an employee or student has tested positive letters are sent to the entire staff and student cohort that may have been impacted.
- Classified and Certificated Presidents will meet weekly with the superintendent to discuss matters and resolve any issues.
- Classified and Certificated Presidents are notified of all cases within the district.

## **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.

**Tracking of training has been done through the Keenan Safe Schools training programs.**

## **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 employees accessing leave provided through the MOU.
- 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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**Tom Taylor, Superintendent**

**Date**

## 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:** \_\_\_\_\_

**Location:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name(s) of employee and authorized employee representative that participated (Participation is not Mandatory):** Lori Larson (or appointee), CSEA President and Rachel Kagan (or appointee, TAP President

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
Staff Room			
Hallways			
Cafeteria			
Classroom			
Office			
Library			
Gym			
Grounds			

## Appendix B: COVID-19 Inspections

Unsafe or unhealthy work conditions, practices or procedures will be reported to the site administrator and documented on the **Appendix B: COVID-19 Inspections** form, and corrected in a timely manner based on the severity of the hazards, as follows:

The severity of the hazard will be assigned an alert level between 1-3. Assigning of a 1 would indicate it is the highest level of hazard. Level one would be assigned when the incident is tied to a case in which a person was identified with COVID-19. Level 2 would be assigned if the incident involved an individual who had close contact with a person who had been identified as positive. Level 3 would be an adjustment to general procedures. All of the time lines listed below would be based on best efforts and may be delayed due to resources available.

- Level 1 hazards would be addressed within a 24-hour period
- Level 2 hazards would be addressed within a 48-hour period
- Level 3 hazards would be addressed within a 5-day period

Name of person conducting the inspection: \_\_\_\_\_

Work location evaluated: \_\_\_\_\_ Date: \_\_\_\_\_

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
<b>[add any additional controls your workplace is using]</b>			
<b>[add any additional controls your workplace is using]</b>			
<b>Administrative</b>			
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			
<b>[add any additional controls your workplace is using]</b>			
<b>[add any additional controls your workplace is using]</b>			

PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			
<b>[add any additional controls your workplace is using]</b>			

## 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.

**Name of person conducting the investigation: Tom Taylor/Sheila Craft/Site Administrator**

**Location or Site:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name of person conducting the investigation: Tom Taylor/Sheila Craft/Site Administrator**

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

**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.

