

COVID-19 Prevention Program (CPP)

Fallbrook Union Elementary School District

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

Date: August 11, 2021

Authority and Responsibility

Brian Morris, Assistant Superintendent of Human Resources 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 implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Document the vaccination status of our employees by using **Appendix E: Documentation of Employee COVID-19 Vaccination Status**, which is maintained as a confidential medical record.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Develop COVID-19 policies and procedures to respond effectively and immediately to individuals at the workplace who are a COVID-19 case to prevent or reduce the risk of transmission in the workplace.
See reopening plan section General Measures #2 Page 1
- 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 and evaluate unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

See reopening plan guidance section General Measures #4 Page 2

Employee Participation

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

Conduct walk-thru at the sites. See reopening plan guidance section General Measures #4 Page 2

Employee Screening

We screen our employees and respond to those with COVID-19 symptoms by:

See reopening plan guidance section Implementing Distancing Inside and Outside the Classroom #1 Page 8

Correction of COVID-19 Hazards

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

Bryson Bickler will prioritize work orders that are submitted with hazards at the school sites

Controls of COVID-19 Hazards

Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees that are not fully vaccinated when they are indoors or in vehicles, and where required by orders from the California Department of Public Health (CDPH).

See reopening plan guidance section Face Coverings Page 6 #11

Employees required to wear face coverings in our workplace may remove them under the following conditions:

- When an employee is alone in a room or a vehicle.
- While eating or 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 feasible.
- Employees are required to wear respirators in accordance with our respirator program that meets section 5144 requirements.
- 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. Such employees will wear an effective, non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition permits it.
- Specific tasks that cannot feasibly be performed with a face covering. This exception is limited to the time in which such tasks are being performed.

Any employee not wearing a required face covering or allowed non-restrictive alternative, will be at least six feet apart from all other persons unless the unmasked employee is either fully vaccinated or tested at least weekly for COVID-19.

We will not prevent any employee from wearing a face covering when it is not required unless it would create a safety hazard, such as interfering with the safe operation of equipment.

Face coverings will also be provided to any employee that requests one, regardless of their vaccination status.

Engineering controls

For indoor locations, using Appendix B, we identify and evaluate how to maximize, to the extent feasible, ventilation with outdoor air using the highest filtration efficiency compatible with our existing ventilation system, and whether the use of portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems, would reduce the risk of transmission by:

See reopening plan guidance section Implementing Distancing Inside and Outside Classroom Page 8 #16

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

- Increased volume of outside air intake throughout HVAC systems.
- Increased filtration level to the highest level compatible with existing ventilation system.
- Encouraging room doors and windows to be open when/where feasible

Cleaning and disinfecting

We implement the following cleaning and disinfection measures for frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, phones, headsets, bathroom surfaces, and steering wheels:

See reopening plan guidance section Intensify Cleaning, Disinfection and Ventilation Page 7 #13, #14, #15

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

See reopening plan guidance section Plan for When a Staff Member, Child or Visitor Becomes Sick Page 14 - 15

Hand sanitizing

To implement effective hand sanitizing procedures, we:

See reopening plan guidance section Promote Healthy Hygiene Practices Page 3 #5, #6, #8,

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 section 3380, and provide and ensure use of such PPE as needed.

Upon request, we provide respirators for voluntary use to all employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person.

See reopening plan guidance Page 5, 6, 7

We provide and ensure use of respirators in compliance with section 5144 when deemed necessary by Cal/OSHA.

We also provide and ensure use of eye and respiratory protection when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

Testing of symptomatic employees

We make COVID-19 testing available at no cost to employees with COVID-19 symptoms who are not fully vaccinated, during employees' paid time.

Investigating and Responding to COVID-19 Cases

We have developed effective procedure to investigate COVID-19 cases that include seeking information from our employees regarding COVID-19 cases, close contacts, test results, and onset of symptoms. This is accomplished by using the **Appendix C: Investigating COVID-19 Cases** form.

We also ensure the following is implemented:

See attached SBAR form and form C19

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 COVID-19 symptoms, possible close contacts and hazards to, and how.

See reopening plan guidance Page 14

- That employees can report symptoms, possible close contacts and hazards without fear of reprisal.
- How employees with medical or other conditions that put them at increased risk of severe COVID-19 illness can request accommodations.

Information is emailed to all staff every 2 weeks by the Assistant Superintendent of Human Resources with local testing centers conducted by CalFire. Employees can contact the Human Resources Department for local testing centers

- Access to COVID-19 testing when testing is required.

We are required to provide testing due to workplace exposure or outbreak.

- The 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.

Training and Instruction

- We provide effective employee training and instruction that includes:
- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards, and how to participate in the identification and evaluation of COVID-19 hazards.
- Information regarding COVID-19-related benefits (including mandated sick and vaccination leave) 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.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19 and are most effective when used in combination.
- The right of employees that are not fully vaccinated to request a respirator for voluntary use, without fear of retaliation, and our policies for providing the respirators. Employees voluntarily using respirators will be trained according to section 5144(c)(2) requirements:
 - How to properly wear them.
 - How to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair can interfere with a seal.
- 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. Since COVID-19 is an airborne disease, N95s and more protective respirators protect the users from airborne disease, while face coverings primarily protect people around the user.
 - The conditions where face coverings must be worn at the workplace.
 - That face coverings are additionally recommended outdoors for people who are not fully vaccinated if six feet of distance cannot be maintained.
 - Employees can request face coverings and can wear them at work regardless of vaccination status and without fear of retaliation.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Information on our COVID-19 policies and how to access COVID-19 testing and vaccination, and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.

Training was completed prior to staff returning to the sites during In-service days via zoom meetings. Documentation is kept on the COVID-19 Training Roster completed by sites Administration.

Appendix D: COVID-19 Training Roster will be used to document this training.

Exclusion of COVID-19 Cases and Employees who had a Close Contact

Where we have a COVID-19 case or close contact in our workplace, we limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees that had a close contact from the workplace until our return-to-work criteria have been met, with the following exceptions:
 - Employees who were fully vaccinated before the close contact and who do not develop COVID-19 symptoms.
 - COVID-19 cases who returned to work per our return-to-work criteria and have remained free of COVID-19 symptoms, for 90 days after the initial onset of COVID-19 symptoms, or for COVID-19 cases who never developed COVID-19 symptoms, for 90 days after the first positive test.
- For employees excluded from work, continuing, and maintaining employees' earnings, wages, seniority, and all other employees' rights and benefits. This will be accomplished by

Information is provided to employees that are exposed at their workplace via email and US mail within 24 hours of exposure.

- 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 and outbreaks at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with 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.

A list is kept in Human Resources of COVID-19 cases

Return-to-Work Criteria

- **COVID-19 cases with symptoms** will not return to work until all the following have occurred:
 - At least 24 hours have passed since a fever of 100.4 °F. or higher has resolved without the use of fever-reducing medications, and
 - COVID-19 symptoms have improved, and
 - At least 10 days have passed since COVID-19 symptoms first appeared.
- **COVID-19 cases who tested positive but never developed 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 once the requirements for "cases with symptoms" or "cases who tested positive but never developed symptoms" (above) have been met.
- Persons who had a close contact may return to work as follows:
 - Close contact but never developed symptoms: when 10 days have passed since the last known close contact.
 - Close contact with symptoms: when the "cases with symptoms" criteria (above) have been met, unless the following are true:
 - The person tested negative for COVID-19 using a polymerase chain reaction (PCR) COVID-19 test with specimen taken after the onset of symptoms; and
 - At least 10 days have passed since the last known close contact, and
 - The person has been symptom-free for at least 24 hours, without using fever-reducing medications.

- If an order to isolate, quarantine, or exclude 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.

Brian Morris, Assistant Superintendent of Human
Resources



08/11/2021

Title of Owner or Top Management Representative

Signature

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, trainings, 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 stationary work.

Person Conducting the Evaluation: See Attached

Date:

Name(s) of Employees 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

Appendix B: COVID-19 Inspections

Date:

Name of Person Conducting the Inspection:

Work Location Evaluated: See Reopening plan guidance

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Ventilation* (amount of fresh air and filtration maximized)			
Additional room air filtration			

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Administrative			
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			

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Face shields/goggles			
Respiratory protection			

*Identify and evaluate how to maximize ventilation with outdoor air; the highest level of filtration efficiency compatible with the existing ventilation system; and whether the use of portable or mounted HEPA filtration units, or other air cleaning systems, would reduce the risk of COVID-19 transmission. Review applicable orders and guidance from the State of California and local health departments related to COVID-19 hazards and prevention have been reviewed, including the CDPH Interim Guidance for Ventilation, Filtrations, and Air Quality in Indoor Environments and information specific to your industry, location, and operations. We maximize the quantity of outside air provided to the extent

feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or if opening windows or maximizing outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.

Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or persons with COVID-19 symptoms, and any employee required medical records will be kept confidential unless disclosure is required or permitted by law. Un-redacted information on COVID-19 cases will be provided to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH) immediately upon request, and when required by law.

Date:

Name of Person Conducting the Investigation: See attached SBAR

Name of COVID-19 case (employee or non-employee*) and contact information:

Occupation (if non-employee*, why they were in the workplace):

*If we are made aware of a non-employee COVID-19 case in our workplace

Names of employees/representatives involved in the investigation:

Date investigation was initiated:

Locations where the COVID-19 case was present in the workplace during the high-risk exposure period, and activities being performed:

Date and time the COVID-19 case was last present and excluded from the workplace:

Date of the positive or negative test and/or diagnosis:

Date the case first had one or more COVID-19 symptoms, if any:

Information received regarding COVID-19 test results and onset of symptoms (attach documentation):

Summary determination of who may have had a close contact with the COVID-19 case during the high- risk exposure period. Attach additional information, including:

- The names of those found to be in close contact.
- Their vaccination status.
- When testing was offered, including the results and the names of those that were exempt from testing because.
 - They were fully vaccinated before the close contact and do not have symptoms.
 - They returned to work per our return-to-work criteria and have remained symptom free for 90 days or, for those that never developed symptoms, for 90 days after the initial positive test.
- The names of those that were excluded per our Exclusion of COVID-19 Cases and Employees who had a Close Contact requirements.
- The names of those exempt from exclusion requirements because:
 - They were fully vaccinated before the close contact and did not develop COVID-19 symptoms.
 - They returned to work per our return-to-work criteria and have remained symptom free for 90 days or, for those that never developed symptoms, for 90 days after the initial positive test.

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:

Names of employees that were notified:	Names of their authorized representatives:	Date

Independent contractors and other employers present at the workplace during the high-risk exposure period.

Names of individuals that were notified:	Date

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?

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: Joe Kniseley - FSA

Date: 08/11/21

Name(s) of employee and authorized employee representative that participated: Joe Kniseley and Monica Enriquez

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
Ex: Office, Lounge, Restrooms, Gym, MPR, Library, Nurse's Office, Counseling, Elevator, Classroom #	Monday – Friday 6:30am -10:30pm	Staff/Students/Parents/Visitors	Plexiglass/Gloves/Masks/Sanitizer
Dismissal (front of campus and side of the campus)	M-F; 12:40-2:20	students, teachers, staff, &	staggered dismissal times, designated areas for each grade level
front office	M-F; 7:30-4:00	office clerk	plexiglass
Staff lounge	M-F; 7:30-4:00	all staff	removal of tables and chairs - teachers now eat lunch at outside tables

[illegible]

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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: Claudia D'Leon - LAP

Date: 08/11/21

Name(s) of employee and authorized employee representative that participated: Claudia D'Leon - Principal
Michelle Goodman - Assistant Principal

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
Ex: Office, Lounge, Restrooms, Gym, MPR, Library, Nurse's Office, Counseling, Elevator, Classroom #	Monday – Friday 6:30am -10:30pm	Staff/Students/Parents/Visitors	Plexiglass/Gloves/Masks/Sanitizer
IBI Class- Room 57	7:45-2:45	Students/Staff	Masks, Sanitizers, wipes, frequent washing of hands, plexiglass barriers and tracking sheets
IBI Class- Room 58	7:45-2:45	Students/Staff	Masks, Sanitizers, wipes, frequent washing of hands, plexiglass, barriers and tracking sheets
Learning Centers - 52 and 53	7:45-2:45	Students/Staff	Masks, Sanitizers, wipes, frequent washing of hands, plexiglass, barriers and tracking sheets
Main office	7:45-4:00	Students/Staff/Parents	Masks, Sanitizers, wipes, temperature checks, plexiglass, hand washing station
Counseling Office	7:45-2:45	Students/Staff	Masks, wipes, Sanitizers, barriers, plexiglass
Speech and School Psychologist	7:45-2:45	Students/Staff	Masks, wipes Sanitizers, plexiglass, barriers

[illegible]

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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: Patricia Parsons - Live Oak Elementary

Date: 08/11/21

Name(s) of employee and authorized employee representative that participated: Erin Gates-Assistant Principal; Leslie Pilling-Secretary

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
Ex: Office, Lounge, Restrooms, Gym, MPR, Library, Nurse's Office, Counseling, Elevator, Classroom #	Monday – Friday 6:30am -10:30pm	Staff/Students/Parents/Visitors	Plexiglass/Gloves/Masks/Sanitizer
Main Office	M-F 7:30-3:00	Students/Staff	Masks, Sanitizers, wipes, frequent washing of hands, plexiglass, barriers and tracking sheets
Counseling Office A-Pod	8:00-3:00	Students/Staff	Masks, Sanitizers, wipes, frequent washing of hands, plexiglass, barriers and tracking sheets
Staff Lounge and Bathrooms	7:30-3:00	Staff	Masks, Sanitizers, wipes,
Speech & Psychologist	8:00-3:00	Students/Staff	Masks, Sanitizers, wipes, frequent washing of hands, plexiglass, barriers
Rm 33 & Rm 23	8:00-2:30	Student/Staff	Masks, wipes Sanitizers,frequent washing of hands, plexiglass, barriers

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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: Dr. Alex Gonzalez, Principal - MEE

Date: 08/11/21

Name(s) of employee and authorized employee representative that participated: _____
Maggie Taylor, Assistant Principal

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
Ex: Office, Lounge, Restrooms, Gym, MPR, Library, Nurse's Office, Counseling, Elevator, Classroom #	Monday – Friday 6:30am -10:30pm	Staff/Students/Parents/Visitors	Plexiglass/Gloves/Masks/Sanitizer
Arrival	Monday-Friday 8 am to 8:45 am	Staff, students, parents, visitors, transportation staff	Masks, hand sanitizer, washing hands station, gloves, distance when possible
Dismissal	Masks, social distancing markers, outdoor waiting zones by grade,	Masks, social distancing markers, outdoor waiting zones by grade,	Masks, social distancing markers, outdoor waiting zones by grade,
Classrooms TK & K	Monday-Friday 8:00 am-2:15 pm	Staff, students	Masks, social distance, desks, 4 ft apart, plexiglass on teacher desk, hand washing sink, hand sanitizer, opened doors, open windows were available, individual student supply bin
Classrooms 1st-6th	Monday-Friday 8:00 am-2:20 pm	Staff, students	Masks, social distance, desks, 5 to 6ft apart, plexiglass on teacher desk, hand washing sink, hand sanitizer, opened doors, open windows were available, individual student supply bin
Office	Monday-Friday 8 am-4:00 pm	Office staff, MEE staff, parents, visitors, students	Plexiglass barriers, hand sanitizer stations, temperature check, COVID19 verbal questionnaire, open doors
Student Restrooms	Monday-Friday 8:00am-2:30pm	Students and supervisors	Hand washing, limited capacity, hand washing, masks, regular cleaning, staff supervision to ensure distancing

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Person conducting the evaluation: Brian Frost (Principal) and Megan Shinner (Assistant Principal) - MFP

Date: August 11, 2021

Name(s) of employee and authorized employee representative that participated: Brian Frost, Megan Shinner, Vickie Nelson,

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
Ex: Office, Lounge, Restrooms, Gym, MPR, Library, Nurse's Office, Counseling, Elevator, Classroom #	Monday – Friday 6:30am -10:30pm	Staff/Students/Parents/Visitors	Plexiglass/Gloves/Masks/Sanitizer
SPED Preschool	Monday-Thursday 7:50- 3:00	Preschool teacher, paraeducators, custodian, students, SLP, OT, APE, Psychologist	Plexiglass, gloves, masks, hand sanitizer, frequent sanitization of surfaces
Special Education Learning Centers	Monday-Friday 8:30-3:00	Education Specialists, paraeducators, custodians, students, SLP, OT, APE, psychologist	Plexiglass, masks, hand sanitizer, frequent sanitization of surfaces
Working with various classrooms. Supervising groups of students. Interacting with students and staff	Monday-Friday 8:30-3:00	Administration, education specialists, paraeducators, SLP, OT, psych, playground supervisors, counselors, custodians	Plexiglass, masks, hand sanitizer, frequent sanitization of services
Restrooms	Monday-Friday 7:00-3:00	Teachers, classified staff, administration	Only two people allowed in restroom at a time. One person at the sink. Frequent sanitization
Nurse's Office	Monday- Friday 8:00-3:00	Nurse, students, administration, office staff	Separate isolation room away from general public. Plexiglass, gloves, masks, frequent sanitization
Staff Lounge	Monday-Friday 7:00-3:00	Teachers, classified staff, administration	Staggered breaks, frequent sanitization, removal of furniture, masks, hand sanitization

[illegible]

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Person conducting the evaluation: Dr Edie Powers (Principal) – RJH

Date: 08/11/21

Name(s) of employee and authorized employee representative that participated: Adrianne Ashford,
(Assistant Principal), Robert Huish (Assistant Principal), Naomi Monthei School Secretary)

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
Ex: Office, Lounge, Restrooms, Gym, MPR, Library, Nurse's Office, Counseling, Elevator, Classroom #	Monday – Friday 6:30am -10:30pm	Staff/Students/Parents/Visitors	Plexiglass/Gloves/Masks/Sanitizer
Social Education Program Assistant Support for students	Classrooms, Monday-Friday 8:00 am-1:00 pm	Staff and students	PPE and social distancing when possible
Break, student arrival and dismissal	Outside designated zones Monday-Friday during breaks, before and after school	Students	Social distancing monitored by school staff and masks
SH Class - room 80	Mon-Fri 8:00 am - 3:10 pm	Staff and Students	PPE, Masks, Sanitizers, plexiglass, frequent breaks outdoors
7th Grade SDC Class - Room 52/53	Mon-Fri 8:00 am - 3:10 pm	Staff and Students	PPE, Masks, Sanitizers, plexiglass, frequent breaks outdoors
8th Grade SDC Class - Room 41/42	Mon-Fri 8:00 am - 3:10 pm	Staff and Students	PPE, Masks, Sanitizers, plexiglass, frequent breaks outdoors
Speech Therapist - Room 55B	Mon-Fri 8:00 am - 3:10 pm	Staff and Students	PPE, Masks, Sanitizers, plexiglass,

[illegible]

Appendix A: Identification of COVID-19 Hazards

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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: Lillian Perez - San Onofre School

Date: 08/11/21

Name(s) of employee and authorized employee representative that participated: Mandy Jackson-Assistant Principal; Jessica Villa-Secretary

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
Ex: Office, Lounge, Restrooms, Gym, MPR, Library, Nurse's Office, Counseling, Elevator, Classroom #	Monday – Friday 6:30am -10:30pm	Staff/Students/Parents/Visitors	Plexiglass/Gloves/Masks/Sanitizer
IBI Class - room 605 Room 606	M-F 8:30-3:00	Students/Staff	Masks, Sanitizers, wipes, frequent washing of hands, plexiglass, barriers and tracking sheets
Main Office	M-F 7:30-4:00	Students/Staff	Masks, Sanitizers, wipes, frequent washing of hands, plexiglass, barriers and tracking sheets
Counseling Office A-Pod	8:00-3:00	Students/Staff	Masks, Sanitizers, wipes, frequent washing of hands, plexiglass, barriers and tracking sheets
Staff Lounge and Bathrooms	7:30-3:00	Staff	Masks, Sanitizers, wipes,
Speech & Psychologist	8:00-3:00	Students/Staff	Masks, Sanitizers, wipes, frequent washing of hands, plexiglass, barriers
Elevator	8:00-3:00	Student/Staff	Limit occupancy to one per time whenever possible

[illegible]

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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: Arica Rainey - WHF

Date: 08/11/21

Name(s) of employee and authorized employee representative that participated: Ana Arias-Assistant Principal; Leslie Pilling-Secretary

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
Ex: Office, Lounge, Restrooms, Gym, MPR, Library, Nurse's Office, Counseling, Elevator, Classroom #	Monday – Friday 6:30am -10:30pm	Staff/Students/Parents/Visitors	Plexiglass/Gloves/Masks/Sanitizer
Dismissal (front of campus)	M-F 2:15 & 2:20	Students/Staff/Parents	Designated areas for grade levels
Main Office	M-F 7:30-4:00	Students/Staff	Masks, Sanitizers, wipes, frequent washing of hands, plexiglass, barriers and tracking sheets
Counseling Office	8:00-3:00	Students/Staff	Masks, Sanitizers, wipes, frequent washing of hands, plexiglass, barriers and tracking sheets
Staff Lounge and Bathrooms	7:30-3:00	Staff	Masks, Sanitizers, wipes,
Speech & Psychologist	7:45-3:00	Students/Staff	Masks, Sanitizers, wipes, frequent washing of hands, plexiglass, barriers

[illegible]

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Person conducting the evaluation: Bryson Bickler/Brian Morris Facilities/DO

Date: 08/11/21

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

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
Ex: Warehouse, Office, Lounge, Restrooms, Reception	Monday – Friday 7:00am-4pm	Staff/Parents/Visitors/Contractors/Vendors	Plexiglass/Gloves/Masks/Sanitizer
Facilities Office	Monday-Friday 6:30 am - 4:00 pm	All Facilities Dept Staff and Visitors.	The office is small. Spacing is maximized, partitions sanitizer, temp checks, limits on visitors, staggered start times.
Work Trucks	Monday - Friday 6:30-4:00 pm	All employees who drive a vehicle	Vehicles will not be shared. Sanitizer placed in each work-truck
District office building and IT	Monday-Friday 6:30 am - 4 pm	All employees who work on-site	District office outfitted with plexiglass, upgraded ventilation, limits on visitors, temperature checks, mask req. PPE available
Performing ground and maintenance repairs	Monday-Friday 6:30 am - 4 pm	Some safety related repairs cannot wait and 6 ft distance is not feasible	Employees req to wear masks, KN95 are available as well as gloves, goggles and sanitizer in every work-truck
Restrooms	Anytime	Potential for employees closer than 6 ft	Some urinals and sinks have been closed to maximize social distancing
Reception areas	Work hours	Potential for visitors closer than 6 ft	The district is limiting visitors. Plexiglass installed. Filters upgraded

[illegible]

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Person conducting the evaluation: Robert Trotter - Director of Transportation

Date: 08/11/21

Name(s) of employee and authorized employee representative that participated: Robert Trotter/Marlen Jimenez

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
Ex: Warehouse, Office, Lounge, Restrooms, Reception	Monday – Friday 7:00am-4pm	Staff/Parents/Visitors/Contractors/Vendors	Plexiglass/Gloves/Masks/Sanitizer
Office/Reception, Lounge, Restrooms	Monday-Friday 5 am - 4 pm	Office staff, CNS staff, parents, other district staff and vendors	Plexiglass barriers/ gloves/masks/sanitizer/ disinfection protocol/social distancing markers & directional indicators.
Mechanics Shops & Bays	Monday - Friday 5:30-4:00 pm	Mechanics/office staff/drivers/custodial/vendors/delivery personnel	Social distancing/masks/open air bay/fans/disinfecting entire area & vehicles as worked on daily per protocol
Buses and White Fleet(Vans)	Monday-Friday 5:00 am - 4 pm	Bus & van Drivers/Mechanics	All vehicles to be disinfected after any use throughout the day. Disinfectant spray and wipes available in vehicles, masks and social distancing
Fueling Station	Monday-Friday 5:00 am - 6 pm	Bus & Van driver/maintenance and landscaping/elementary & high school district personnel authorize for fuel usage	Gloves, paper towels available as pump, disinfected daily per protocol
Portable Restrooms	Monday-Friday 5:00 am - 4:00 pm	Bus & van drivers, aides/staff	handles disinfected daily, soap & water wash station available adjacent to portables

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Person conducting the evaluation: Amy Haessly - CNS Director

Date: 08/11/21

Name(s) of employee and authorized employee representative that participated: Amy Haessly, CNS Director

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
Ex: Warehouse, Office, Lounge, Restrooms, Reception	Monday – Friday 7:00am-4pm	Staff/Parents/Visitors/Contractors/Vendors	Plexiglass/Gloves/Masks/Sanitizer
Central Kitchen - meal production	Monday-Friday 6 am - 3 pm	Food services staff	Gloves, masks, thermometer temp checks, symptoms check, signage (posted at entrances & floor markings), and recently added plexiglass dividers.
CNS Office - administrative services	Monday - Friday 7:30-4:30 pm	Office staff, CNS staff, parents, other district staff and vendors	Masks, temp/symptom check, signage (posted at entrances & floor markings), plexiglass.
CNS Break Area - outdoor break area	Monday-Friday 6 am - 3 pm	Food services staff	Additional tables & chairs added to area to allow staff to space out during their break.

SBAR - CONFIRMED C19 CASE

REPORT COMPLETED BY:

DATE:

SITUATION		
C19+ INDIVIDUAL & ID Number:	SITE:	DAYS ON CAMPUS (Infectious period)
JOB TITLE/ STUDENT GRADE:	REGULAR IN-PERSON SCHEDULE:	ROOM(S)/LOCATION(S):
BACKGROUND		
SYMPTOM ONSET:	TESTED POSITIVE ON:	INFECTIOUS PERIOD:
ASSESSMENT		
STUDENTS # CLOSE CONTS:	STAFF # CLOSE CONTS:	High Risk Group?
Comments (optional):		
RECOMMENDATION		
<i>Action</i>	<i>Responsible Party</i>	<i>IP/Done</i>
CALL positive person (or parent) & send home Letter #1 (Staff Letter #1)	SN (Student)/ Principal (Staff)	
CONSULT w/ Epidemiology	DN (Students/Staff)	
Close Contact Spreadsheet and share w/ Epi	DN (Students) / HR (Staff)	
Check Campus/Room SIGN-IN SHEET for potential close contacts	Principal/Supervisor	
CALL & QUARANTINE close contacts immediately.	Principal/Supervisor	
Student Letter #2 (Staff Letter #2) Send home to close contacts	Principal/Supervisor	
CLOSE CONTACTS: Create C19 for each and add to District Wide Tracker	SN (Students) / HR (Staff)	
POST door sign (sp) on affected room(s).	Facilities/Custodian	
REPORT positive case to Epidemiology Website	SN / DN	
PRESCHOOL ONLY: Report case to licensing	Principal/Supervisor	
POSITIVE PERSON: C19 FORM and Data Entry on Districtwide tracker	SN (Students) / HR (Staff)	
CONFIDENTIAL EMAIL(s) sent to Teacher/Clerk/Admin/ASES/ Transport.	SN	
DISINFECT room(s) identified above	Facilities Department	
FOLLOW UP with Isolated/Quarantined individual(s) until cleared to return.	SN (Students) / HR (Staff)	
<p>DN - District Nurse SN- Site Nurse HR - Human Resources IP - "In Progress"</p> <p>High Risk Group - eg. Special day class, unable to wear masks, immune compromised in classroom (Please describe in comments)</p> <p>Debal Acquaro - 619-310-2673 - debal.acquaro@sdcounty.ca.gov</p> <p>Sadie Hudson - 619-709-5688 - Sadie.Hudson@sdcounty.ca.gov</p>		

COVID-19 CLOSE CONTACTS

[illegible]



FUESD Tool for COVID-19 Illness/Exposure
APPENDIX: C

NAME:	DOB:
SITE:	EMP ID:
HOME PHONE #:	

INTERVIEWED BY:	DATE:
INTERVIEW CONDUCTED: <input type="checkbox"/> In-Person <input type="checkbox"/> Phone Call <input type="checkbox"/> Other: _____	
PERSON INTERVIEWED: <input type="checkbox"/> Staff Member <input type="checkbox"/> Parent/Family <input type="checkbox"/> Other: _____	

COVID-19 CONCERN

CAUSE OF CONCERN:

Individual is symptomatic	DATE:
Individual tested positive (PCR only) or diagnosed with COVID-19 (For staff members: documentation of test result/diagnosis required)	DATE:
Recent contact* with someone diagnosed with COVID-19 (Date of last exposure)	DATE:
Other: _____	

**Close-Contact: Within 6 feet (with or without facial covering) of an infected person for at least 15 minutes, starting from 48 hours before the infected person began feeling sick, until the time the person was isolated.*

SYMPTOMS/CONCERNS:

Current Temperature: _____

Fever (100+)	Muscle Aches*	Vomiting*	Chills/Rigor
NO symptoms	Runny Nose*	Diarrhea*	Sore Throat
Cough*	Nasal Congestion*	Headache*	Shortness of breath
Fatigue*	Nausea*	Loss of Appetite*	Loss of Taste/Smell

Other: _____

**Disregard this symptom if school personnel are already aware of a chronic, pre-existing condition that causes the symptom. The nature of the presenting symptom (eg. duration, intensity) must be consistent with the underlying chronic condition.*



INTERVENTIONS OFFERED

Letter Emailed	DATE:
Letter Mailed Home	DATE:
Sent Home for Quarantine/isolation	TIME:
Individual advised to contact medical provider	DATE:
Transported Via Ambulance:	TIME:
Individual advised to seek testing for COVID-19	DATE:
Other	DATE:

RECOVERY PROGRESS

Symptom Onset/Exposure:	DATE:
Symptom Improvement/resolution:	DATE:
First Date of Being Fever-Free (without Medication):	DATE:

DOCUMENTATION TO SEND HOME TO PARENT/EMPLOYEE

For those who tested positive, were diagnosed or are symptomatic of COVID-19	Letter 1
For those who need to quarantine due to close contact (>6ft and >15 min)	Letter 2
For a department where someone is diagnosed and an outbreak may occur. Consult with district nurse/epidemiology before sending this out to an entire group of students/school.	Letter 3

NOTIFY CONFIRMED POSITIVE CASES TO SCHOOL EPIDEMIOLOGY LINE

1-888-950-9905

Leave a message with the following information:

1. Person's Name
2. Date of Birth
3. Contact Information
4. School Liaison Name & Contact Information

Angie Gaulden - HR for Staff COVID concerns	(760) 731-5406 - Office
Pam Wikert - LAP, PJH, SOS, WHF, FHA, FVA	(760) 695-9762 - Office (619)481-9308 - Cell Phone
Kitty McNeil - FSA, LOE, MEE, MFP, MCC, SMLA	(760) 310-3357



CLEARANCE TO RETURN

Quarantine Clearance: For Individuals with a known contact to someone diagnosed with COVID-19

Has it been at least 14 days since you had contact with someone who was diagnosed with COVID-19?*

☐ Yes

☐ No

**Within 6 feet (with or without facial covering) of an infected person for at least 15 minutes, starting from 48 hours before the infected person began feeling sick, until the time the person was isolated. +If the individual lives with someone with COVID-19, the individual may need to be quarantined 14 days after the COVID-19 positive person meets the criteria for isolation clearance.*

If **yes** AND the individual does not have any symptoms of COVID-19, the individual may return.

If **No**, anticipated date of return is:

(14 days after last exposure, if no symptoms develop)

Isolation Clearance: For Individuals who are/were Symptomatic AND/OR were tested for COVID-19.

Has this individual tested positive for COVID19 OR been diagnosed with COVID-19 (even without testing)? (PCR test only. Not antibody; not antigen)

☐ Tested Positive/Diagnosed w/ COVID-19

☐ Tested Negative for COVID-19

☐ Not yet tested

Date of Test: _____

With Documented Negative PCR Test Result, the individual may return 72 hours after symptoms are resolved. (*Please attach documentation of negative test results*).

If **Positive/Diagnosed with COVID-19** or **Not yet tested**, the individual must remain at home until all of the following are met:

- 24 hours without fever (without fever reducing medication)
- Symptoms are improving
- At least 10 days since the date of symptoms onset or test date.

ALL individuals with active symptoms, whether tested or not, should remain at home.

Was documentation provided verifying chronic condition as the source of symptoms?**

☐ Yes

☐ No

**Documentation must include:

- Signed note from licensed MD/DO/NP/PA (who manages condition)
- Chronic diagnosis
- Providers contact information
- How symptoms are unrelated to COVID-19
- Signed consent for school to interact with the provider.

If **Yes**, may return immediately (*Please attach documentation*).

If **No**, Further clearance required. Symptomatic individuals individual must remain at home until all of the following are met:

- 24 hours without fever (without fever reducing medication)
- Symptoms are improving
- At least 10 days since the date of symptoms onset or test date.

Appendix D: COVID-19 Training Roster

Date:

Person that conducted the training: Provided Upon Request

Employee Name	Signature

Additional Consideration #4

COVID-19 Prevention in Employer-Provided Transportation to and from Work

Assignment of transportation

To the extent feasible, we reduce exposure to COVID-19 hazards by assigning employees sharing vehicles to distinct groups and ensuring that each group remains separate from other such groups during transportation, during work activities, and in employer-provided housing. We prioritize shared transportation assignments in the following order:

- Employees residing in the same housing unit are transported in the same vehicle.
- Employees working in the same crew or workplace are transported in the same vehicle.
- Employees who do not share the same household, work crew or workplace are transported in the same vehicle only when no other transportation alternatives are feasible.

Face coverings and respirators

We ensure that the:

- Face covering requirements of our CPP Face Coverings are followed for employees waiting for transportation, if applicable.
- All employees who are not fully vaccinated are provided with a face covering, which must be worn unless an exception under our CPP Face Coverings applies.
- Upon request, we provide respirators for voluntary use in compliance with subsection 5144(c)(2) to all employees in the vehicle who are not fully vaccinated.

Screening

We develop, implement, and maintain effective procedures for screening and excluding drivers and riders with COVID-19 symptoms prior to boarding shared transportation.

Cleaning and disinfecting

We ensure that:

- All high-contact surfaces (door handles, seatbelt buckles, armrests, etc.) used by passengers are cleaned to prevent the spread of COVID-19 and are cleaned and disinfected if used by a COVID-19 case during the high-risk exposure period, when the surface will be used by another employee within 24 hours of the COVID-19 case.

See Safe School Reopening Page 7

- All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles and shifter, are cleaned to prevent the spread of COVID-19 between different drivers and are disinfected after use by a COVID-19 case during the high-risk exposure period, if the surface will be used by another employee within 24 hours of the COVID-19 case.

See Safe School Reopening Page 7

- We provide sanitizing materials, training on how to use them properly, and ensure they are kept in adequate supply.

Ventilation

We ensure that vehicle windows are kept open, and the ventilation system is set to maximize outdoor air and not set to recirculate air. Windows do not have to be kept open if one or more of the following conditions exist:

- The vehicle has functioning air conditioning in use and excessive outdoor heat would create a hazard to employees.
- The vehicle has functioning heating in use and excessive outdoor cold would create a hazard to employees.
- Protection is needed from weather conditions; such as rain or snow.
- The vehicle has a cabin air filter in use and the U.S. EPA Air Quality Index for any pollutant is greater than 100.

Hand hygiene

We provide hand sanitizer in each vehicle and ensure that all drivers and riders sanitize their hands before entering and exiting the vehicle. Hand sanitizers with methyl alcohol are prohibited.