



COVID-19 PREVENTION PROGRAM (CPP)

California Polytechnic University, San Luis Obispo

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CAL POLY

Environmental Health & Safety
ADMINISTRATION & FINANCE

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This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace and fulfill requirements of Cal-OSHA's Emergency Temporary Standard for [COVID-19, CCR, Title 8, section 3205](#).

AUTHORITY AND RESPONSIBILITY

The Director, Environmental Health and Safety (EHS), and the Supervisor, EHS have overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

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

IDENTIFICATION AND EVALUATION OF COVID-19 HAZARDS

We will implement the following in our workplace:

- » Conduct workplace-specific evaluations using **Appendix A: Identification of COVID-19 Hazards form**.
- » Document the vaccination status of our employees by using the university's **Employee COVID-19 Vaccination Status** reporting procedure, which is maintained as a confidential medical record.
- » Evaluate employees' potential workplace exposures to all persons 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. These include requiring employees immediately notify their appropriate administrator and/or Human Resources if they test positive for COVID-19, have symptoms, or had a close contact with a COVID-19 case. EHS will investigate reported positive cases to identify potentially exposed individuals and notify those employees and exclude employees from the workplace if they had a close contact with the positive case. EHS and the employee case supervisor will implement any identified workplace changes to prevent further transmission.
- » 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 **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.
- » Employees and supervisors are encouraged observe and report any COVID-19 exposure concerns to EHS or their appropriate administrator or Human Resources.
- » For additional questions about COVID-19, please review information at [Coronavirus Information](#).
- » For information of benefits and leaves contact HR. View more information at [COVID-19 Related Leave and Pay Programs](#).
- » For information on [Workers' Compensation](#) contact [Kathryn Villarreal](#).
- » For additional San Luis Obispo County Public Health and Testing information, visit [Public Health](#).

EMPLOYEE PARTICIPATION

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

Employees and their authorized representatives are encouraged to notify their supervisor or the Environmental Health and Safety office if they want to participate in the identification and evaluation of workplace COVID-19 hazards, and if they have any concerns regarding their workplace activities and potential exposure to the COVID-19 pandemic while at work.

EMPLOYEE SCREENING

We screen our employees by:

- » Employees are instructed to self-screen for [COVID-19 symptoms](#) according to the latest public health guidelines.
- » Notify your healthcare provider if you experience these symptoms and do not come to work and notify Cal Poly Human Resources by submitting the online [COVID-19 Reporting Form for Cal Poly Faculty and Staff](#); or, by calling Human Resources at **805-756-2236**.

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:

- » Unsafe conditions identified during routine inspections and will be assessed and documented by the supervisor of the employees exposed to the identified hazards in their workplace. See the COVID-19 Inspections form in Appendices B.
- » Corrective actions and appropriate timelines will be identified and followed up on by the employee's supervisor to ensure the corrective actions are completed. Contact EHS for assistance.
- » The employee and their supervisor are responsible for implementing the corrective action(s) by the due date and the supervisor will follow-up with the employees involved to confirm all corrective actions were appropriately implemented.

CONTROL OF COVID-19 HAZARDS

Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors or in vehicles, and where required by orders from the California Department of Public Health (CDPH) or local health department.

- » Department administrators and supervisors shall notify their employees who are required to wear face coverings, and provide employees with face coverings, and ensure they are worn over the employee's nose and mouth, replaced, and cleaned as needed.
- » Student Affairs shall notify students who are required to wear face coverings, and provide students with face coverings, and ensure they are worn over the employee's nose and mouth, replaced, and cleaned as needed.
- » Face coverings are available from the Facilities Warehouse. Contact 805-756-5169 to request face coverings.

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.

NOTE: 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, Facilities Management has identified and evaluated how to maximize ventilation with outdoor air using the highest filtration efficiency compatible with our existing ventilation systems. To reduce the risk of transmission, the following steps shall be implemented:

- » Facilities Operations will maintain and adjust building ventilation systems to ensure ventilation of outdoor air and filtration is increased to the highest levels compatible with the existing ventilation system.
- » Facilities Operations will minimize the amount of outside air when other hazards, such as heat, wildfire smoke, or when the EPA Air Quality Index is greater than 100 for any pollutant.
- » For indoor areas where increasing the outside air ventilation or filter efficiency is not feasible, then the department shall consider installing portable High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems.

Cleaning and disinfecting

Facilities Management procures and provides adequate supplies for cleaning and disinfection and clean occupied rooms once per day. Departments who require additional cleaning measures shall request supplies from Facilities Management and clean areas as needed.

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:

Frequently touched surfaces will be cleaned and disinfected by:

- » Wear disposable gloves to clean and disinfect and discard after use or use reusable gloves that are dedicated only for cleaning and disinfecting. Always wash hands after removing gloves.
- » Clean any dirty surfaces using soap and water first, then use disinfectant.
- » Cleaning with soap and water reduces the number of germs, dirt, and impurities on the surface. Disinfecting kills any remaining germs on surfaces, which further reduces any risk of spreading infection.
- » Practice routine cleaning and disinfection of frequently touched surfaces. More frequent cleaning and disinfection may be required based on level of use.
- » Surfaces and objects in public places, such as computers, printers, point of sale keypads, pens, counters, vending machines, and lab equipment should be cleaned and disinfected before each use or as much as possible. Other high touch surfaces include: Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks.

Disinfect - Apply a disinfectant on [EPA List N: Disinfectants for Coronavirus \(COVID-19\)](#). Follow the instructions on the label to ensure safe and effective use of the product. Precautions such as wearing gloves and making sure you have good ventilation while using the product. Always read and follow the directions on the label of cleaning and disinfection products to ensure safe and effective use. Wear gloves and consider glasses or goggles for potential splash hazards to eyes. Ensure adequate ventilation (for example, open windows). Use only the amount recommended on the label. Use water at room temperature for dilution (unless stated otherwise on the label). Label diluted cleaning solutions. Store and use chemicals out of the reach of children and pets. Do not mix chemical products. For soft (porous) surfaces such as carpet, rugs, and drapes, clean the surface using soap and water or with cleaners appropriate for use on these surfaces. Launder items (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely. OR disinfect with a household disinfectant on EPA List N. Vacuum as usual.

Electronics - For electronics, such as tablets, touch screens, keyboards, remote controls, and ATM machines, consider putting a wipeable cover on electronics, which make cleaning and disinfecting easier. Follow manufacturer's instructions and recommendations for cleaning the electronic item. For electronic surfaces that can be cleaned or disinfected, use a product on EPA List N: Disinfectants for Coronavirus (COVID-19) external icon. Many of the products for electronics contain alcohol because it dries quickly.

Laundry - For clothing, towels, linens and other items that go in the laundry:

- » To minimize the possibility of dispersing the virus through the air, do not shake dirty laundry.
- » Wear disposable gloves when handling dirty laundry from a person who is sick.
- » Launder items according to the manufacturer's instructions. If possible, use the warmest appropriate water setting and dry items completely.
- » Dirty laundry from a person who is sick can be washed with other people's items.
- » Clean and disinfect clothes hampers according to guidance above for surfaces.
- » Wash hands after handling dirty laundry.

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

Cleaning and disinfecting of the building or facility when someone is sick or has a COVID-19 diagnosis:

- » Close off areas used by the person who is sick.
- » Open outside doors and windows and use fans or other engineering controls to increase air circulation in the area. Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible, but not less than 4-hours.
- » Clean and disinfect the immediate workspace used by the person who is sick or diagnosed with COVID-19, such as the surfaces in their office or cubicle. If common areas such as bathrooms or shared items have already been routinely cleaned and disinfected, there is no need for additional action.
- » Vacuum the space if needed. Use a vacuum equipped with high-efficiency particulate air (HEPA) filter and bags, if available.
- » Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
- » Wear disposable gloves to clean and disinfect. For soft (porous) surfaces such as carpeted floors or rugs, clean the surface with detergents or cleaners appropriate for use on these surfaces, according to the textile's label.
- » After cleaning, disinfect with an appropriate disinfectant on EPA List N: Disinfectants for Coronavirus (COVID-19) external icon. Soft and porous materials, like carpet, are generally not as easy to disinfect as hard and non-porous surfaces. EPA has listed a limited number of products approved for disinfection for use on soft and porous materials on List N. Follow the disinfectant manufacturer's safety instructions (such as wearing gloves and ensuring adequate ventilation), for concentration level, application method and contact time. Allow sufficient drying time if vacuum is not intended for wet surfaces.
- » While vacuuming, temporarily turn off in-room, window-mounted, or on-wall recirculation HVAC to avoid contamination of the HVAC units.
- » Do NOT deactivate central HVAC systems. These systems tend to provide better filtration capabilities and introduce outdoor air into the areas that they serve.
- » Once area has been appropriately disinfected, it can be opened for use.
- » If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary. Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- » Employees and students are encouraged to wash their hands with soap and water for at least 20-seconds when running water is readily available.
- » Alternatively, an EPA approved hand sanitizer can be used when a hand washing sink is not readily available.
- » Department heads or their designees shall evaluate the need for hand sanitizing within their operational areas and request additional supplies from the Facilities Warehouse.

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 N-95 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.

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 an 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 information required in Appendix C: Investigating COVID-19 Cases form.

We also ensure the following is implemented:

- » Employees that had a close contact are offered COVID-19 testing at no cost during their working hours, excluding:
 - Employees who were fully vaccinated before the close contact and do not have symptoms.
 - COVID-19 cases who were allowed to return to work per our return-to-work criteria and have remained free of symptoms for 90 days after the initial onset of symptoms, or for cases who never developed symptoms, for 90 days after the first positive test.
- » The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to employees.
- » Written notice within 1 day of your knowledge of a COVID-19 case that people at the worksite may have been exposed to COVID-19. This notice will be provided to all employees (and their authorized representative), independent contractors and other employers at the worksite during the high-risk exposure period. These notifications must meet the requirements of T8CCR section 3205(c)(3)(B) and Labor Code section 6409.6(a)(4); (a)(2); and (c), and in a form readily understandable by employees and can be anticipated to be received by the employee.
- » Employees who test positive for COVID-19, are experiencing symptoms, or were exposed to a known positive case should notify Cal Poly Human Resources by submitting the online COVID-19 Reporting Form for Cal Poly Faculty and Staff; or, by calling Human Resources at 805-756-2236. Supervisors should notify Human Resources if an employee reports testing positive for COVID-19. Employees can report testing positive or feeling sick without fear of reprisal.
- » Employees can access COVID-19 testing on campus at designated testing sites, via the SLO-County Health or their primary healthcare provider. Cal Poly will provide the employee with testing during their work hours and at no cost, and explain the reason for the required testing.
- » EHS will notify contractors working on campus of any known potential exposure to an infected Cal Poly faculty, staff or student.
- » All contractors are required to report if one of their employees working on campus tests positive for COVID-19. The project manager shall notify EHS, who will investigate to identify other potentially exposed employees or students. EHS will notify all affected Cal Poly employees, their appropriate administrator and Human Resources. EHS will notify Campus Health & Wellbeing if a contractor exposed or potentially exposed any students to COVID-19.
- » Employees can report symptoms and hazards without fear of reprisal.
- » Information on benefits available to employees, such as sick-pay, are available at [COVID-19 Related Leave and Pay Programs](#).

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.
- » 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, N-95s 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.

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 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.
- » Providing employees at the time of exclusion with information on available benefits.

REPORTING, RECORDKEEPING, AND ACCESS

It is the university's 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.
- » 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 a form, tool or app to keep a record of and track all employee COVID-19 cases reported to Human Resources. 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 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 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.

APPENDIX A: IDENTIFICATION OF COVID-19 HAZARDS

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person conducting the evaluation: [enter name(s)]

Date: [enter date]

Name(s) of employee and authorized employee representative that participated: [enter name(s)]

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

APPENDIX B: COVID-19 INSPECTIONS

Date: **[enter date]**

Name of person conducting the inspection: **[enter names]**

Work location evaluated: **[enter information]**

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Administrative			
Surface cleaning and disinfection (frequency and supplies are adequate)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			

APPENDIX C: INVESTIGATING COVID-19 CASES

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Date: [enter date]

Name of person conducting the investigation: [enter name(s)]

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

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

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

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

APPENDIX D: MULTIPLE AND MAJOR COVID-19 INFECTIONS AND COVID-19 OUTBREAKS

The following is required if **three or more employee COVID-19 cases within an exposed group visited the workplace during their high-risk exposure period at any time during a 14-day period**. This items will stay in effect until there are no new COVID-19 cases detected in the exposed group for a 14-day period.

COVID-19 testing

- » We provide COVID-19 testing at no cost to all employees, during paid time, in our exposed group except for:
 - Employees who were not present during the relevant 14-day period.
 - Employees who were fully vaccinated before the multiple infections or outbreak and who do not have symptoms.
 - COVID-19 cases who did not develop symptoms after returning to work pursuant to our return-to-work criteria, no testing is required for 90 days after the initial onset of symptoms or, for COVID-19 cases who never developed symptoms, 90 days after the first positive test.
- » COVID-19 testing consists of the following:
 - All employees in our exposed group are immediately tested and then again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine, isolation, or exclusion period required by, or orders issued by, the local health department.
 - After the first two COVID-19 tests, we continue to provide COVID-19 testing once a week of employees in the exposed group who remain at the workplace, 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 provide additional testing when deemed necessary by Cal/OSHA.
- » We continue to comply with the applicable elements of our CPP, as well as the following:
 1. Employees in the exposed group wear face coverings when indoors, or when outdoors and less than six feet apart (unless one of the face-covering exceptions indicated in our CPP apply).
 2. We give notice to employees in the exposed group of their right to request a respirator for voluntary use if they are not fully vaccinated.
 3. We evaluate whether to implement physical distancing of at least six feet between persons, or where six feet of physical distancing is not feasible, the need for use of cleanable solid partitions of sufficient size to reduce COVID-19 transmission.

COVID-19 investigation, review, and hazard correction

- » We 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 is documented and includes:

- » 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 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 feasible.
 - Requiring respiratory protection in compliance with section 5144.

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, 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, if so, implement their use to the degree feasible.

Major Outbreaks

The following will apply when **20 or more employee COVID-19 cases in an exposed group visit your workplace during the high-risk exposure period within a 30-day period.**

- » These items will stay in effect until there are fewer than three COVID-19 cases detected in our exposed group for a 14-day period.
- » We continue to comply with the Multiple COVID-19 Infections and COVID-19 Outbreaks addendum, except that the COVID-19 testing, regardless of vaccination status, is made available to all employees in the exposed group twice a week, or more frequently if recommended by the local health department.
- » In addition to complying with our CPP and Multiple COVID-19 Infections and COVID-19 Outbreaks addendum, we also:
 - Provide employees in the exposed group with respirators for voluntary use in compliance with section 5144(c) (2) and determine the need for a respiratory protection program or changes to an existing respiratory protection program under section 5144 to address COVID-19 hazards.

- Separate by six feet (except where we can demonstrate that six feet of separation is not feasible and there is momentary exposure while persons are in movement) any employees in the exposed group who are not wearing respirators required by us and used in compliance with section 5144. When it is not feasible to maintain a distance of at least six feet, individuals are as far apart as feasible.
- Install cleanable solid partitions that effectively reduce transmission between the employee and other persons at workstations where an employee in the exposed group is assigned to work for an extended period, such as cash registers, desks, and production line stations, and where the physical distancing requirement (described above) is not always maintained.
- Evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.
- Implement any other control measures deemed necessary by Cal/OSHA.

APPENDIX E: COVID-19 PREVENTION IN EMPLOYER-PROVIDED TRANSPORTATION TO AND FROM WORK

This appendix does not apply:

- » If the driver and all passengers are from the same household outside of work, such as family members, or if the driver is alone in the vehicle.
- » To employer-provided transportation when necessary for emergency response, including firefighting, rescue, and evacuation, and support activities directly aiding response such as utilities, communications and medical operations.
- » To employees with occupational exposure as defined by section 5199.
- » To vehicles in which all employees are fully vaccinated.
- » To public transportation.

Assignment of transportation

We will 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

- » Employees are instructed to self-screen for [COVID-19 symptoms](#) according the latest public health guidelines before entering any university provided transportation.
- » Notify your healthcare provider if you experience these symptoms and do not come to work and notify Cal Poly Human Resources by submitting the online [COVID-19 Reporting Form for Cal Poly Faculty and Staff](#); or, by calling Human Resources at **805-756-2236**.

Cleaning and disinfecting

We will 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 period, when the surface will be used by another employee within 24 hours of the COVID-19 case. The driver is responsible to maintain cleaning products within the vehicle and clean high-contact surfaces.
- » All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles and shifter, are cleaned and disinfected 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. The driver is responsible to maintain cleaning products within the vehicle and clean high-contact surfaces.
- » The appropriate administrator provides sanitizing materials, training on how to use them properly, and ensure they are kept in adequate supply.

Ventilation

We will ensure that vehicle windows are kept open, and the ventilation system 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 the outside temperature is greater than 90 degrees Fahrenheit.
- » The vehicle has functioning heating in use and the outside temperature is less than 60 degrees Fahrenheit.
- » 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 will 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.