



# COVID-19 PREVENTION PROGRAM (CPP)

California Polytechnic University, San Luis Obispo



**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](#).

**Date: Jan. 4, 2021**

## AUTHORITY AND RESPONSIBILITY

The director and the supervisor for Environmental Health and Safety 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.
- » Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- » Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- » Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- » Conduct periodic inspections using **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.
- » For additional questions about COVID-19, please review information on our website <https://coronavirus.calpoly.edu>.
- » For information of benefits and leaves contact Human Resources <https://afd.calpoly.edu/hr/employee-resources/leave-programs/covid-leave>.
- » For information on Workers' Compensation contact [Kathryn Villarreal](https://afd.calpoly.edu/workers-comp/), <https://afd.calpoly.edu/workers-comp/>.
- » For additional San Luis Obispo County Public Health and Testing information <https://www.slocounty.ca.gov/Departments/Health-Agency/Public-Health/Department-News/COVID-19-Updates/County-Increases-Free-COVID-19-Testing-Opportuniti.aspx>.

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

- » Notifying their supervisor or the Environmental Health and Safety office 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 COVID-19 symptoms. 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 will be documented on the COVID-19 Inspections and Exposure Investigation forms.
- » Corrective actions and appropriate timelines will be identified by the employee's supervisor and/or the Environmental Health and Safety (EHS) office.
- » The employee and their supervisor are responsible for implementing the corrective action(s) by the due date. EHS will follow up with the employee and their supervisor after the due date to confirm all corrective actions were appropriately implemented.

## CONTROL OF COVID-19 HAZARDS

### Physical Distancing

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

- » Eliminating the need for workers to be in the workplace – e.g., telework or other remote work arrangements.
- » Reducing the number of persons in an area at one time, including visitors.
- » Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.
- » Staggered arrival, departure, work, and break times.
- » Adjusted work processes or procedures to allow greater distance between employees.
- » Setting up workstations and furniture at a minimum of six-feet apart.

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

### Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department.

The following are exceptions to the use of face coverings in our workplace:

- » When an employee is alone in a room.
- » Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- » Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
- » Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.
- » While eating and drinking indoors at the workplace, provided employees are at least six feet apart and outside air supply to the area has been maximized to the extent possible.

NOTE: Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons.

### **Engineering controls**

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

- » Physical barriers installed at customer service stations where employees interact with multiple people throughout the day and are less than six-feet apart.
- » Face coverings are required when working behind a physical barrier.

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

- » Wherever feasible, ensure the amount of outside air supplied to occupied spaces meets or exceeds the applicable building code requirement. This will be accomplished wherever feasible using air handlers, dampers, windows and/or doors.
- » The mechanical ventilation system is inspected, adjusted and maintained by the university's Facilities Operations Engineering Services staff.
- » Wherever feasible, install MERV-13 air filters or the highest efficiency rated filters that are compatible with the building's ventilation system.
- » During wildfire smoke conditions that exceed an AQI of 100, the ventilation system may be adjusted to reduce exposures to wildfire smoke inside buildings.

## Cleaning and disinfecting

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

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 between classes. 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 appropriate hand protection 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 appropriate hand and eye protection for potential exposures. 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 \(COVID-19\)](#). 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 \(COVID-19\)](#). 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 it has been more than seven 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.



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

PPE must not be shared, e.g., gloves, goggles and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by:

- » Employees and students are provided with cleaning and sanitizing materials and provided with instructions on proper use.

**Sharing of vehicles** will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

- » Supervisors and employees will restrict work-vehicle occupancy to one person at a time. Transport vehicles that have adequate room can include more than one occupant if they can be seated a minimum of three-feet apart, wear face coverings and increase outside air ventilation by the vehicle's heating/air conditioning fan and/or open windows.
- » All work vehicles will have an EPA approved disinfectant available inside the vehicle and the driver is responsible to use it to wipe down all high-touch points, such as steering wheel, door handles seat belt buckles, arm rests, shifter, mirror, control knobs, etc.

## Hand sanitizing

In order to implement effective hand sanitizing procedures:

- » 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.

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

- » For respiratory protection, we evaluate the need according to CCR Title 8 section 5144: Respiratory Protection when physical distancing is not feasible or maintained.
- » We evaluate the need for PPE (i.e. gloves, goggles, and face shields) as required by CCR Title 8, section 3380: Personal Protective Devices, and provide such PPE as needed.
- » We provide and ensure use of eye protection and respiratory protection in accordance with CCR Title 8 section 5199: Aerosol Transmissible Diseases when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

## INVESTIGATING AND RESPONDING TO COVID-19 CASES

### Information for Employees who test positive, are experiencing symptoms or were exposed:

- » 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 at increased risk of severe COVID-19 illness should speak with their supervisor and/or Human Resources about available accommodations, such as teleworking.
- » Employees can access COVID-19 testing on campus at designated testing sites, via SLO County Health or their primary healthcare provider. If employee testing is required because of a workplace exposure or outbreak, then 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.
- » Risks of exposure to COVID-19 infection on campus includes having close contact with an infected person and being indoors for extended periods of time with an infected person. University policy requires employees, students and contractors to follow current public health guidance to prevent transmission, including maintaining a minimum of six-feet physical distance from others, wearing a face covering when around others, frequently washing hands, cleaning and disinfecting common surfaces and high-touch points, increasing outside air supply into occupied spaces, avoiding sharing tools and equipment, working from home when practical, staggering arrival times and breaks to reduce the number of people and time spent together indoors, moving dining, studying, and socializing activities to outdoor venues where feasible, and not coming to work if you are sick.
- » Employees can report symptoms and hazards without fear of reprisal.
- » Employees with medical or other conditions that put them at increased risk of severe COVID-19 illness should contact Human Resources regarding requests for reasonable accommodation under the Americans with Disabilities Act including, but not limited to, telework or use of their own leave credits. Click [here](#) for information on COVID-19 related leave and pay programs.
- » Employees can access COVID-19 testing on campus or at authorized off-campus locations. Click [here](#) for information about employee testing.
- » The university will provide testing in the event of a workplace exposure or outbreak. Affected employees will be notified of the reason for the testing and will be provided testing by the university at no cost during paid work hours.
- » Employees testing positive will be excluded from the workplace and interviewed to determine if there are other potential exposures. See Exclusion of COVID-19 Cases on page 11, and Return to Work Criteria on page 12.
- » Employees identified as exposed to a known positive case will be instructed to quarantine for 14 days, monitor their health for related symptoms, and not return to work until 14 days has passed.
- » Information on benefits available to employees, such as sick-pay, are available on the university's COVID-19 Human Resources' [Webpage](#).

## 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:

### Training and Instruction

We will provide effective training and instruction that includes:

- » Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- » Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state or local laws.
- » The fact that:
  - COVID-19 is an infectious disease that can be spread through the air.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose or mouth.
  - An infectious person may have no symptoms.
- » Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- » The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- » The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- » Proper use of face coverings and the fact that face coverings are not respiratory protective equipment.
- » Face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- » COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

## EXCLUSION OF COVID-19 CASES

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

- » Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- » Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known exposure to a COVID-19 case.
- » Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related.
- » Providing employees at the time of exclusion with information on available benefits.

## **REPORTING, RECORDKEEPING, AND ACCESS**

The university shall:

- » Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- » Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- » Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- » Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- » Use 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 employee cases will not return to work until all the following have occurred:

- » At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
- » COVID-19 symptoms have improved.
- » At least 10 days have passed since COVID-19 symptoms first appeared.
- » COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- » A negative COVID-19 test will not be required for an employee to return to work.
- » If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

## 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.

We will evaluate all individuals who may have entered 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
<b>Engineering</b>			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
<b>Administrative</b>			
Physical distancing			
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			
<b>PPE</b> (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			
<b>[add any additional controls workplace is using]</b>			

## APPENDIX C: INVESTIGATING COVID-19 CASES

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by the university 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)]

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

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

<b>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:</b>			
<b>All employees who may have had COVID-19 exposure and their authorized representatives.</b>	<b>Date:</b>		
	<b>Names of employees that were notified:</b>		
<b>Independent contractors and other employers present at the workplace during the high-risk exposure period.</b>	<b>Date:</b>		
	<b>Names of individuals that were notified:</b>		
<b>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</b>		<b>What could be done to reduce exposure to COVID-19?</b>	
<b>Was local health department notified?</b>		<b>Date:</b>	

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



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

This section will be implemented if the university is identified by the local health department as a location of a COVID-19 outbreak, or there are three or more COVID-19 cases in a university worksite within a 14-day period. An “exposed workplace” is defined as any work location, working area or common area used or accessed by a COVID-19 case during the high-risk period, including bathrooms, walkways, hallways, aisles, break or eating areas and waiting areas. The exposed workplace does not include buildings or facilities not entered by a COVID-19 case. This section of CPP will stay in effect until there are no new COVID-19 cases detected in the worksite for a 14-day period.

### COVID-19 testing

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

### Exclusion of COVID-19 cases

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

### Investigation of workplace COVID-19 illness

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

### COVID-19 investigation, review and hazard correction

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

The investigation and review will be documented and include:

- » Investigation of new or unabated COVID-19 hazards including:
  - Our leave policies and practices and whether employees are discouraged from remaining home when sick
  - Our COVID-19 testing policies
  - Insufficient outdoor air
  - Insufficient air filtration
  - Lack of physical distancing
  - PPE
  - Hand and surface hygiene practices

- » Updating the review:
  - Every 30 days that the outbreak continues
  - In response to new information or to new or previously unrecognized COVID-19 hazards
  - When otherwise necessary
- » Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
  - Moving indoor tasks outdoors or having them performed remotely
  - Increasing outdoor air supply when work is done indoors
  - Improving air filtration
  - Increasing physical distancing as much as possible
  - Respiratory protection
  - [describe other applicable controls]

### **Notifications to the local health department**

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

## APPENDIX E: MAJOR COVID-19 OUTBREAKS

This section will be implemented if a university worksite experiences 20 or more COVID-19 cases within a 30-day period. This section will stay in effect until there are no new COVID-19 cases detected in the worksite for a 14-day period.

### COVID-19 testing

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

### Exclusion of COVID-19 cases

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

### Investigation of workplace COVID-19 illnesses

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

### COVID-19 hazard correction

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

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

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

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

### This section does not apply:

- » If the driver and all passengers are from the same household outside of work, such as family members.
- » To employer-provided transportation when necessary for emergency response, including firefighting, rescue, and evacuation, and support activities directly aiding emergency response such as utilities, communications and medical operations.

### Assignment of transportation

We will prioritize shared transportation assignments in the following order:

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

### Physical distancing and face coverings

We will ensure that the:

- » Physical distancing and face covering requirements of our CPP **Physical Distancing** and **Face Coverings** are followed for employees waiting for transportation.
- » Vehicle operator and any passengers are separated by at least three feet in all directions during the operation of the vehicle, regardless of the vehicle's normal capacity. Vehicle operator and any passengers are provided and wear a face covering in the vehicle as required by our CPP **Face Coverings**.

### Screening

We will 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 will ensure that:

- » All high-contact surfaces (door handles, seatbelt buckles, armrests, etc.) used by passengers are cleaned and disinfected before each trip.
- » 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.
- » We provide 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.